



**Title:** Archivist

**Department:** Research and Collections

**Status:** Full Time, Exempt, Salary

**Supervisor:** Director of Research and Collections

**Salary:** \$51,000

**Position Purpose:**

The Archivist is responsible for the management of the Museum's historical and institutional archives, including both document and photo archives.

**Responsibilities & Key Tasks:**

**Policy & Administration**

- Responsible for the organization and description of archival collections according to recognized professional archive standards.
- Responsible for the Museum's records retention program to maintain legal compliance and oversees implementation of MNA Records Retention policy.
- Leads on policies and procedures for archives.
- Assists in the preparation of proposals, reports, and other associated documents.

**Storage & Documentation**

- Ensures accurate and up-to-date inventories and reconciliation of archives and records.
- Works with the Registrar to enhance records management and create standards for collections management software as well as the appropriate use of metadata standards.
- Communicates with potential donors and collaborates with Registrar to accession new archival collections.

**Preservation**

- Evaluates and coordinates the re-housing and stabilization of archives.
- Oversees housekeeping, IPM, maintenance, and emergency response related activities in the library and archives storage spaces.

**Access**

- Gives access to researchers and interested parties.
- Coordinates, facilitates, and tracks archives and library research inquiries and requests.
- Responsible for researching and responding to copyright and use permission requests.
- Provides public archives tours and assists with museum programs.
- Coordinates and facilitates the use of archival resources in exhibits and public programs.
- Assists with maintaining relevant webpages and verifying legal photo usage on website.
- Contributes content to create social media & other media outlets.

**Cross-departmental responsibilities**

- Supervises and trains archives and library assistants, interns, students, and volunteers.
- Has oversight of the Harold S. Colton Memorial Library at the Museum, and aids library patrons and plans, refines, and implements policies and procedures consistent with professional library standards.
- Acts as an enthusiastic advocate and personal representative for the Museum in the community by promoting its resources, programs, and services.
- Other duties as needed to advance the mission of MNA.

**Key contacts:**

- Works under the direction of the Director of Research & Collections



- All members of the Research & Collections Department
- Director of Executive & Board Affairs and Finance, managing institutional archives.
- Public Programs team on creation of content for promotion and publications
- Members of the public, providing access to archives
- Members of the Board of Trustees to access Institutional documents
- Professional network to stay up-to-date on matters relating to archives

**Education and Experience Requirements:**

- Professional master's level degree in archives and library science/studies (MLIS, MLS, or MSLS) with formal training in archives management, records management, preservation, or commensurate experience.
- Five years of experience working with archives or special collections.
- Experience with professional archives, library, or collections management software.
- Experience with business records and records management practices.
- Experience with copyright, permissions, and contract negotiation.
- Experience supervising archive assistants, students, interns, & volunteers an advantage.

**Abilities, Skills, and Knowledge:**

- Up-to-date knowledge of professional standards and trends including archive preservation requirements, storage needs, and registration procedures, as well as relevant government regulations and legal requirements including records retention compliance.
- Familiarity with records produced by natural science, cultural and fine arts sources.
- Awareness of tribal cultural sensitivity issues.
- Ability to maintain confidentiality.
- Demonstrated ability to communicate, orally and in writing.
- Good organizational skills and attention to detail.
- Familiarity with Microsoft Office suite, Adobe suite and other similar products.
- Ability to work independently, as well as part of a team.
- Must be able to sit, stoop, and/or stand for extended periods of time, lift heavy containers (50 lbs) and handle fragile items.
- Visual acuity and ability to work at computer for extended period of time.

**Working Conditions:** Generally works indoors. Occasional weekend and evening work.

**Other Requirements**

- Occasional travel.

**To Apply:**

Please submit a cover letter and resume to [employment@musnaz.org](mailto:employment@musnaz.org). Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission.

*"We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws."*