



POSITION ANNOUNCEMENT – PLEASE POST OR CIRCULATE

PROJECT ARCHIVIST

Announced June 2, 2008

The Organization

Chartered by the Georgia General Assembly in 1839, the Georgia Historical Society is a private, non-profit organization that serves as the historical society for the state of Georgia. GHS is the oldest cultural institution in Georgia and one of the oldest state historical societies in the nation. For nearly 175 years, GHS has fulfilled its mission to collect, preserve, and share Georgia's history by presenting a variety of educational programs, authoring publications on Georgia and southern history, and by operating a library and archives at its statewide headquarters in Savannah.

Position Summary

Working independently and on a self-initiated basis, the Project Archivist is responsible for conducting a backlog survey and basic processing of archival collections at the Georgia Historical Society. This is a full-time, two-year, NHPRC grant-funded position that begins the week of September 1, 2008. The Project Archivist is a Monday-Friday employee.

Specific responsibilities

The statements below describe the scope of responsibilities and essential job duties of this position, but should not be considered an all-inclusive listing of work requirements. Incumbent may perform other duties as assigned.

- ◆ Responsible for conducting a backlog survey of unprocessed collections using a Microsoft Access-based survey tool.
- ◆ Under the supervision of the Senior Archivist, process collections in the backlog using basic processing techniques and *DACS* single level optimum description in finding aids, MARC records, and EAD records.
- ◆ As part of the library team, work scheduled reference hours, perform bibliographic instruction and library orientations for new patrons, and answer written and oral reference requests. Participate in planning and work with the entire Georgia Historical Society staff to ensure integration of library/archives component into the mission and goals of the Society.

Supervisory responsibilities: none.

Experience/Skills required

Knowledge, skills and abilities: Demonstrated ability to work independently and as a part of a team, to organize and prioritize work and act with initiative and good judgment. Must be a self-starter with flexibility and a willingness to get the job done. Excellent writing, editing, and proofing skills, along with excellent problem solving, interpersonal, and communication skills. Must be able to work well under pressure and with attention to detail. Must represent the Society in a professional manner and be able to work well with diverse groups of people including patrons, board members, donors, volunteers, and staff.

Education: ALA-accredited Masters of Library Science with a concentration in archival studies or a bachelors degree and 2 years of experience in an archives department of a public, academic, special library, or historical society.

Required Experience: Minimum of two years professional experience in archival repository; demonstrated knowledge of archival arrangement and description standards including *Describing Archives: A Content Standard*, Encoded Archival Description, MARC 21 , AACR2r, and Library of Congress subject headings; demonstrated use of creating/updating MARC records in OCLC.

Preferred Experience: Familiarity with integrated library systems and Microsoft Access databases.

Salary and Benefits

Competitive annual full-time salary. The Society offers a comprehensive benefits package that includes health, dental, and disability insurance; paid holidays, medical leave, and vacation.

To Apply

Send cover letter, resume, and confidential salary history or requirements to:

Project Archivist Search
Georgia Historical Society
501 Whitaker Street
Savannah, GA 31401
Fax: (912) 651-2831
Email: jobs@georgiahistory.com

No phone calls please.