



POSITION ANNOUNCEMENT - PLEASE POST OR CIRCULATE

CONTRACT PROCESSING ARCHIVIST

Announced June 10, 2010

The Organization

Chartered by the Georgia General Assembly in 1839, the Georgia Historical Society (GHS) 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, the mission of the Georgia Historical Society has been to collect, preserve, and share the history of Georgia and the United States through a variety of educational programs, outreach events, and research services.

Position Summary

The Contract Processing Archivist will accession, arrange, and describe archival collections at the basic level, assist with research services in the Georgia Historical Society Library and Archives, and other duties as assigned.

Specific Responsibilities: (incumbent may perform other duties as assigned)

- *Basic Processing:* Under the supervision of the Senior Archivist, process newly accessioned and backlog collections using basic processing techniques and DACS single level optimum description finding aids, MARC records, and EAD records.
- *Reference Services:* Perform regular reference desk hours. Reference duties to include staffing the reference desk and assisting on-site patrons with research; retrieving and re-shelving archival collections; tracking reference query statistics; registering patrons; using Point of Sale for patron transactions; answering ready reference telephone, in-person, and e-mail requests; assisting with fulfilling paid research requests as needed; enforcing reading room policies and procedures; assisting with the daily maintenance and shelving of library materials; and providing photocopy services to patrons
- Work as part of a team to fulfill grant objectives within the project timeline.

Experience/Skills Required:

Knowledge, skills, and abilities: Demonstrated ability to work independently and as part of a team, to organize and prioritize work, and to act with initiative and good judgment. Must be a self-starter with flexibility and willingness to get the job done. Ability to establish and implement goals and priorities and communicate with supervisor as appropriate. Must be able to work well under pressure and with attention to detail. Must represent GHS in a professional manner and be able to work well with diverse groups of people, including patrons, board members, donors, volunteers, and staff.

Required Experience: Master's degree in library and information studies, archives studies, or history, and at least one year of archival experience. Knowledge of Microsoft Office, OCLC, ILS, DACS, MARC 21, Library of Congress Subject Headings, and EAD.

Preferred Experience: Experience using PastPerfect Museum software preferred. Experience providing reference assistance to researchers.

To apply, send cover letter and resume to:
Attn: Contract Processing Archivist Search
Georgia Historical Society
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Savannah, GA 31401
Fax: (912) 651-2831
Email: ghs@georgiahistory.com