



The Georgia Historical Society (GHS) has an exciting opportunity for an individual with experience accessioning, arranging, describing, preserving, cataloging, and making available archival collections as a fulltime Archivist for our Savannah office, located in the heart of the historic downtown area.

GHS is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation, with over five million unique archival treasures.

This position reports directly to the Manager of Archival and Reference Team while working on projects independently. The successful candidate will be an experienced, motivated, and productive professional able to meet the demands and productivity goals of a fast-paced environment.

The successful candidate will have a master's degree from an ALA-accredited library school or equivalent accredited degree, with formal training in archival theory and practice or, a post-graduate degree in museum studies or a related discipline in the humanities or social sciences with experience may be substituted for a master's degree in library science.

We are seeking a candidate with a minimum of three years professional experience in a library/archival repository; demonstrated knowledge of archival principles; cataloging, and previous processing experience; knowledge of Microsoft Office, MARC 21, Library of Congress Subject Headings and other subject standards, Describing Archives: A Content Standard (DACs), and Encoded Archival Description.

As a team member at Georgia Historical Society, you will enjoy a strong benefits package including medical, dental, vision, paid time off, and an excellent retirement plan. You will have the opportunity to work with others who are passionate about GHS' research and education mission.

To Apply:

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

Georgia Historical Society
ARCHIVIST
104 West Gaston Street
Savannah, GA 31401
Fax: 912.651.2831
Email: jobs@georgiahistory.com

No phone calls please.