GEORGIA HISTORICAL SOCIETY

Reference and Education Archivist

The Georgia Historical Society (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. To learn more, go to www.georgiahistory.com.

The Reference and Education Archivist serves as the primary point of contact between the GHS Research Center and the Jepson House Education Center, handling research and reference-related inquiries internal and external to the institution. The Reference and Education Archivist directly reports to the Vice President of Education and Programs and will directly supervise Reference Desk Assistants.

Summary of Responsibilities with other duties as assigned:

- Manage reference desk staff to include scheduling. Establish goals and metrics, develop work plans, and monitor on-desk and off-desk activities and productivity. Effectively onboard and train staff.
- Oversee reference activities. Evaluate and manage resources; enforce currently defined procedures; report resources for collection development; direct and assist others with updating forms and resources. Oversee the scheduling of research appointments. Work with reference and programs staff to respond to incoming reference requests. Present instructional orientations. Assign reference-related projects. Assist in collections management tasks for book and serial collections.
- Provide support to programming, education, and outreach; coordinating communication with potential and selected/registered program audiences; ordering books/supplies for educational programs; scheduling meetings; producing and coordinating education-related mailings. Works with other staff to assist with event coordination and assists with outreach for public programs.
- May accession, arrange, describe, rehouse, preserve, catalog, and make available archival collections and other paper-based materials and objects. May oversee or perform cataloging for archival materials and assist in resolving cataloging problems and maintaining the online catalog. May assist with monitoring of the physical environment and assessing the condition of archival facilities and assist with onsite vendor/supplier appointments.

Must have four to seven years of experience including a minimum of three years in a people management and/or an operational leadership capacity. This position requires professionalism, adaptability, and emotional maturity and intelligence in a demanding and fast-paced environment and an employment history that reflects tenure and stability. Must have prior experience supervising others. Ability to organize and to prioritize work and to act with initiative and good judgment is required. Excellent writing, editing, and proof reading skills along with excellent problem solving, interpersonal, and communication skills are required. Must be able to handle multiple, concurrent tasks and work well under pressure and with strong attention to detail. Strong computer skills and demonstrated reliable attendance required. Must be able to work occasional evenings and Saturdays. Experience working with the public is required. Bachelor's degree or equivalent combination of education and experience.

Physical Requirements:
Will alternate between sitting/standing with frequent walking. Must be able to reach with hands/arms, lift and carry objects up to 50 pounds, and use hands to manipulate objects. Must be able to ascend/descend ladders while carrying objects, ascend and descend stairs and work in semi-confined spaces. Will reach, stoop, and kneel to reach materials at various angles and locations.

To Apply:
Send cover letter, resume, and confidential salary requirements to:
Reference and Education Archivist
Georgia Historical Society
104 West Gaston Street
Savannah, GA 31401
Fax: 912.651.2831
Email: jobs@georgiahistory.com

No phone calls please