



PROCESSING ARCHIVIST / SENIOR PROCESSING ARCHIVIST
[Title determined during hiring process based upon candidate experience]

The Organization: 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.

Summary: Working on a self-initiated basis, the Processing Archivist and Senior Processing Archivist are responsible for accessioning, arranging, describing, rehousing, preserving, creating finding aids, cataloging, and ensuring the discoverability of archival collections and other paper-based materials and objects within the collection of the Georgia Historical Society. In addition, incumbents are responsible for performing online and local file management and database maintenance. Successful candidates will be experienced, motivated, and productive professionals able to meet the demands and productivity goals of a fast-paced environment. The Senior Archivist will supervise the work of others and has responsibility for overall workflow, records maintenance, and policy and procedural oversight. These are full-time benefited positions based in Savannah, Georgia. The Archivist and the Senior Archivist report to the Special Collections Director.

Job Duties and Responsibilities include (Incumbent may perform other duties as assigned): Accession, arrange, describe, rehouse, preserve, create finding aids, catalog, and ensure the discoverability of archival collections including paper-based materials and objects. Create finding aids and ensure archival material are discoverable. Assist in resolving cataloging problems, reviewing finding aids, and maintaining the online catalog. Gather and enter metadata, perform quality control, catalog materials, conduct research, and perform data entry. Work with others in the development of the archival and objects collection and assist with outreach as directed. Conduct content appraisal for potential donations/transfers of materials. In the case of donated items, assist in determining whether the item is suitable for the collection based on the GHS Collections Development Policy. Assist with monitoring the physical environment and assessing the condition of archival facilities and reporting as needed.

Assist education, programs, and other institutional divisions with archival and other collection materials. Support reference services, when needed, during the library's open hours, present instructional orientations of library and archives resources, and participate in outreach activities, as necessary.

The Senior Archivist will oversee archival projects to include monitoring and reporting project and productivity metrics to senior management and oversee records, policy, and procedural oversight including creation, maintenance, and auditing of archival policies, procedures, and records.

Qualifications (*Knowledge, skills, and abilities*): Positions require professionalism, adaptability, emotional maturity, and intelligence in a demanding and fast-paced environment with an employment history that reflects tenure and stability.

Must have knowledge of archival collections and principles of arrangement and description through the completion of the finding aid and knowledge of best practices in archives profession, including processing collections, care and handling of archival materials in a variety of formats, preservation, appraisal, and reference. In addition, must have knowledge of standard tools for creating catalog records and of computerized cataloging, bibliographic and circulation system databases.

Must be a positive, collaborative team player with strong analytical and problem-solving skills, ability to establish and achieve priorities with highly effective communication skills. Must have the ability to work both independently and as part of a team with strong organization and time-management skills, attention to detail is essential, and demonstrate reliable attendance to ensure successful and timely project completion. Must represent the institution in a professional manner.

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.

A minimum of at least four 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. Demonstrated ability to read and accurately interpret cursive handwriting is required. Experience with collection care protocols including pest remediation strategies and implementation and the ability to assess risks, notify management to coordinate with pest control professionals, and carry out mitigation procedures while preserving this integrity of affected materials is required. Prior working knowledge of American and/or Georgia history is preferred. The Senior Archivist will have at least three years of experience in a lead capacity that includes staff supervision, advanced knowledge of archival principles, cataloguing, and advanced processing experience.

Physical Requirements: Must have the ability to alternate between sitting and standing for extended periods and walk frequently. Must be able to reach with hands and arms, lift and carry objects up to 50 pounds occasionally, and use hands to manipulate objects including a keyboard/mouse and GHS collection material. Must have good vision and hearing to perform tasks like reading documents and communicating with colleagues, donors, patrons, and the general public in person and over the phone. Must be able to ascend and descend ladders while carrying objects, ascend and descend stairs and work in semi-confined spaces. While performing the duties of this job, the employee may be regularly required to reach, stoop, and kneel to reach materials at various angles and locations occasionally.

To Apply:

Send Cover Letter, Resume, and Salary Requirements to:

Archivist or Senior Archivist

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No Phone Calls Please