



COMMUNITY ARCHIVES PROCESSING ARCHIVIST

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 and American history in the nation. To learn more, go to www.georgiahistory.com.

Summary: Working independently and on a self-initiated basis, the Community Archives Processing Archivist is responsible for arranging, describing, rehousing, preserving, creating finding aids, cataloging, and making available archival collections and other paper-based materials and objects within the collection of the Georgia Historical Society. In addition, the incumbent is responsible for performing online and local database maintenance. The successful candidate will be an experienced, motivated, and productive professional able to meet the demands and productivity goals of a fast-paced environment. This is a full-time benefited position based onsite in Savannah, Georgia.

Job Duties and Responsibilities include (Incumbent may perform other duties as assigned):

Percentage of Role - 85%

- Arrange, describe, rehouse, preserve, create finding aids, catalog, and make available archival collections related to the Community Archives Initiative and other paper-based and digital materials, as well as objects within the collection of the Georgia Historical Society.
- 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 data entry.

Percentage of Role - 15%

- Participate in planning and work with the entire Georgia Historical Society staff. Assist education and other institutional divisions as needed with archival and other collection materials as primary users of the collection.
- Work with the Collections Development Committee, Collections Registrar, Community Engagement Officer, and the reference team in the development of the archival and objects collection and assist in outreach. Adhere to department policies and procedures. As part of planned outreach and events related to statewide collections development, including digitization and collection retrieval programs, conduct content appraisal for potential donations/transfers of materials.
- Support reference services, when needed, during the library's open hours; present instructional orientations of library and archives resources to groups and individuals; participate in Research Center outreach activities, as necessary.
- Assist with the monitoring of the physical environment and assessing the condition of archival facilities; report all maintenance-related needs of the facility; assist with onsite vendor/supplier appointments.
- Occasional: May provide assistance and advice to individuals and organizations throughout Georgia seeking information on caring for archival materials .

Supervisory Responsibilities: Interns and volunteers.

Qualifications:

Position requires professionalism, adaptability, emotional maturity, and intelligence in a demanding and fast-paced environment with an employment history that reflects tenure and stability. Comfort working selflessly behind the scenes for the good of the institution.

Knowledge, skills, and abilities:

- Demonstrated knowledge of archival collections and principles of arrangement and description through a completed finding aid or other description tool.
- Demonstrated 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.
- Demonstrated knowledge of standard tools for creating catalog records and of computerized cataloging, bibliographic and circulation system databases.
- Positive, collaborative attitude, and team player. Good analytical and problem-solving skills; ability to establish and achieve priorities.
- Effective oral and written communication skills.
- Ability to work both independently and as part of a team in a positive and engaging manner.
- Strong organization and time-management skills; attention to accuracy and detail is essential—can do attitude.
- Demonstrated reliable attendance to ensure successful and timely project completion.
- 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: 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.

Required experience: Minimum of five 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. Experience processing born-digital records and audio/visual materials highly preferred. Experience with public presentations and events preferred.

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. Must provide staff support with an annual event requiring additional work hours and advanced walking, standing, reaching, lifting, and carrying materials. This annual event will require an ability to hear accurately to interact with the public,

demonstrate clarity of vision, judge distance and space relationships, and identify and distinguish colors.

Location:

Savannah offers an exceptional blend of historic charm, deep cultural traditions, and accessible modern development. As the Georgia's oldest city, Savannah is renowned for its beautifully preserved historic district, iconic public squares, tree-lined streets with Spanish moss, classic architecture, and a scenic riverfront along the Savannah River.

Beyond its rich history and character, Savannah offers an outstanding quality of life. Residents enjoy a vibrant culinary and arts scene, locally owned shops and businesses, a highly walkable downtown, and access to nearby Tybee Beach.

To Apply:

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

Community Archives Processing Archivist

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No phone calls please