

The Cleveland Museum of Art – Position Description

Position: Archives Assistant

Reports to: Archivist and Records Manager

I. Definition

The Archives Assistant under the supervision of the Archivist and Records Manager provides assistance to patrons conducting research in archives/special collections by conducting a preliminary reference interview, supplying collection materials and/or information requested according to library and archives policies, monitoring use of the materials, and making reproductions in appropriate formats. The position also assists with archives projects including indexing, scanning, rehousing and preparing collections for offsite storage, transferring records from museum offices, and simple archival processing according to established archival standards and internal procedures which are detailed in written policies. Verbal instructions geared to specific projects are also provided and daily communication between the supervisor and incumbent is expected.

II. Requirements

Bachelor's degree (B.A.) in liberal arts with an emphasis in art history or related field. A minimum of two years experience working as a library or archives assistant in a research or academic institution; or equivalent combination of education and experience. Employee should possess excellent organizational, problem solving, interpersonal, and oral and written communication skills. Ability to effectively present information in one-on-one and small group situations to supervisors, visitors, and staff and respond to queries from all archives constituencies is essential. The employee must be familiar with database programs, word processing software and other computing tools that the staff is expected to use on a regular basis. Ability to solve problems and deal with a variety of abstract and concrete variables. Must be able to work independently and sustain close attention to detail over a long period of time and interpret complex instructions furnished in written, oral, or schedule form. The employee must occasionally lift and/or move up to 50 pounds. The employee will be exposed to dust, dirt, and other possible allergens.

III. Responsibilities

A. Assists archive patrons with the proper use of collection material following all established policies and procedures. Conducts preliminary reference interviews, arranges for collection material to be paged from closed stacks, instructs patrons in the proper use of materials, monitors patron use of materials, makes arrangements for duplication of materials. Responds to requests for information about the museum archives and archives holdings by telephone and via email.

B. As assigned by and under the supervision of the Archivist and Records Manager or Electronic Records Archivist assists with indexing projects using Microsoft Access, Archivists Toolkit, or other indexing tools.

C. As assigned by and under the supervision of Archivist and Records Manager or Electronic Records Archivist assists with scanning archival materials for access through the Ingalls Library or museum website.

D. Assists with the transfer of records from museum offices to the archives using a Microsoft Access database. Retrieves records from museum offices. Assists with the reboxing and/or rehousing of records in preparation for offsite storage.

E. Conducts preliminary and/or simple processing of archival collections under the supervision of the Archivist and Records Manager.

F. Compile and report appropriate department statistics on a monthly basis.

G. Perform other projects as assigned by the Archivist and Records Manager.

Signature

Date

SAA Museum Archives Section Working Group Example