

**THE CONNECTICUT HISTORICAL SOCIETY  
POSITION DESCRIPTION**

**Title:** Florence S. Marcy Crofut Archivist

**Reports to:** Head of Research and Collections

**Department:** Research and Collections

**General Description:** The Florence S. Marcy Crofut Archivist is a key member of the CHS's curatorial and special collections team and plays a pivotal role in helping CHS care for and promote its collections. S/he will be responsible for overseeing the acquisition, organization, cataloging, processing, care and accessibility of manuscript and rare book materials, as well as maintaining CHS institutional archives.

**Duties and Responsibilities:**

The incumbent's specific duties will include, but not be limited to the following:

- Accessions, processes, inventories and catalogs archives and manuscripts
- Creates MARC catalog records for archives and manuscripts and submits to OCLC; maintains in-house manuscript catalog
- Creates word processed EAD-encoded finding aids to facilitate access to archives and manuscript collections
- Maintains the CHS's institutional archives, including preparing retention schedules, accessioning, de-accessioning, and creating finding aids
- Working with Head of Research and Collections, establishes priorities for manuscript cataloging
- Establishes name and subject entries and ensures the implementation of current, consistent cataloging standards
- Researches potential manuscript acquisitions and makes recommendations to Head of Research and Collections
- Identifies out-of-scope manuscript materials and makes recommendations for de-accession
- Identifies manuscript materials in need of conservation treatment and recommends appropriate treatment
- Assists in the Research Center as necessary, either on the reference desk or as a back-up to fellow staff on duty
- Answers reference questions pertaining to manuscript holdings as appropriate
- Recruits, coordinates, trains, and supervises volunteers and interns working with manuscript materials; maintains necessary statistics relating to these volunteers time and activities
- Maintains order of manuscript stacks
- Assists with the training and orientation of new library staff
- Represents the CHS at professional meetings and conferences

- Assists with general library development and operations, including security, planning, policy-making and procedural issues. Also assists with building operations and general security.
- Publicizes CHS research collection holdings through Research Center and/or stack tours, bibliographic instructions, and presentations to outside groups
- Assists with grants writing and other fundraising as necessary
- Performs other duties as required. May include weekend or evening duty developing on the CHS's changing needs.

**Qualifications:** The incumbent will have an MLS from an ALA-accredited institution, or equivalent degree with a specialization in archival studies; a minimum of three years experience working with archival or manuscript collections, including online cataloging; a demonstrated understanding of archival principles of arrangement and description for cataloging; and familiarity with MARC data elements. A working knowledge of U.S. history is needed, to determine how collections fit into state and national issues for purposes of cataloging; knowledge of Connecticut or New England history is preferred. Candidate should possess strong written and oral communications skills and be able to function independently and as a part of a team. Position requires good organizational skills, a high level of concentration, and attention to detail, in order to maintain necessary high quality and consistency.

**Security Level: A**

**Classification:** Exempt

**Date:** 07/2013

SAA Museum Archives Section Working Group