
JOB DESCRIPTION



POSITION

Associate Archivist

CLASSIFICATION

Full-time, salary

DEPARTMENTAL LOCATION

Library & Archives

SUMMARY

Assists the Head Archivist in the operation of the Library & Archives, particularly the management of the Museum's photographic collection. Also assists researchers in the use of the collection and performs management tasks in the absence of the Head Archivist. Works under limited supervision with considerable latitude in the use of initiative and independent judgment. Expected to uphold the highest ethical standards of a professional archivist in maintaining and protecting the Museum's archival collection.

DUTIES AND RESPONSIBILITIES

- Manages the Museum's photographic collection, including organization, cataloging, storage, preservation, digitization, reproductions, and dissemination. Also, develops and implements best practice standards and methods to preserve and maintain the Archives collection, and works in coordination with outside organizations when desirable.
- Responds to research requests and duplication requests for photographs, audio/visual materials, drawings, manuals, and other materials, and selects and provides photos and other archival materials for Museum publications, exhibits, website, and special functions.
- Responsible for developing and maintaining Library & Archives inventory databases
- Assists with disposition of surplus materials to control collection content and size and to enhance revenue, including maintaining surplus Library sales on internet auction account
- Performs management tasks in the absence of the Head Archivist
- Supervises Archives interns and volunteers in accordance with the Museum employee manual
- Promotes stature of the Museum by publishing articles on aeronautical and aerospace history in periodicals and Museum publications;
- Participates in some Museum special functions and may be required to travel by automobile and/or commercial aircraft to perform duties; some public speaking may be required
- Performs other duties as assigned

EDUCATION / EXPERIENCE REQUIREMENTS

Bachelor's degree required in the humanities, history, or a field related to aerospace history and/or technology. Position requires MLS or equivalent, with specialized training in photograph arrangement and description. Minimum of four year professional experience required.

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KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- In-depth knowledge of archival principles and practices with an emphasis on photographic archives
- Demonstrated knowledge of preservation methods and theory
- Knowledge of digital imaging and metadata standards, and management of electronic collections
- Background knowledge and appreciation of aviation and aerospace history and technology
- Skilled in using Adobe PhotoShop and other image editing software, scanners, and inkjet printers
- Ability to communicate effectively, both orally and in writing
- Ability to analyze project requirements and prepare work estimates
- Skill in organizing resources and establishing priorities
- Strong interpersonal skills and ability to deal effectively in a team environment
- Thorough knowledge of professional and ethical museum standards
- Experience with PhotoShop, Excel, and MSWord

WORKING CONDITIONS

Work may be performed in an office, museum, or field environment. Moderate physical activity is periodically required, including the handling of average-weight objects up to 25 pounds and standing and/or walking for more than four (4) hours per day. The Museum is a non-smoking, drug-free workplace.

SUPERVISION

Received:

Head Archivist

Given:

Research Assistant

Departmental volunteers

Departmental interns

Revised: December 2009