

Title Records Manager

Responsibilities:

- Serves on electronic records project team
- Assists in applying existing retention schedules to institutional electronic records
- Appraises and proposes retention schedules for currently unscheduled records in electronic and paper form
- Researchs regulatory, statutory and industry requirements
- Revises existing retention schedules as necessary for standardization
- Oversees semi-annual records destructions, off-site storage arrangements and accessioning of records
- Performs record audits and oversee compliance with existing records management program
- Provides semi-monthly orientation sessions for staff
- Assists with imaging projects and research requests

Skills, Knowledge and Abilities:

- Thorough knowledge of records management and archival management principles and methodologies required
- Knowledge of electronic records archival systems and OAIS reference model required
- Familiarity with e-mail preservation projects preferred
- Awareness of emerging technologies for electronic search and discovery preferred
- Knowledge of MARC21, EAD, DACS, and current metadata standards used in museums, such as VRACore, CDWA, CCO and Getty vocabularies preferred
- Familiarity with MSSharepoint and MS Access preferred
- Excellent communication and organizational skills
- Ability to work independently, climb ladders and lift up to thirty-five pounds
- Knowledge of art history desirable

Education and Experience:

- Masters in Library and Information Science from an ALA-accredited program required
- Two or more years records management experience required and coursework in records management
- Bachelors degree in computer science or business preferred
- Background in law librarianship or experience with Westlaw preferred
- Experience with enterprise archive software highly desirable
- CRM highly desirable
- Experience in museum setting desirable