

The Cleveland Museum of Art – Position Description

Position: Archivist and Records Manager

Reports to: Director of Library and Archives

I. Definition

The Archivist and Records Manager directs the museum archives and records management programs in accordance with accepted standards and practices in order to ensure the long term preservation and accessibility of information of enduring legal, financial, administrative, evidential, and historical value to the institution. The position is responsible for the custody, management, and preservation of materials in all formats, and directs or supervises the work of archives staff, interns, and volunteers.

Direct Reports: Electronic Records Archivist

II. Requirements

Master's degree from an accredited program in archival administration or museum studies with a concentration in archival administration. Archival certification a plus. A minimum of five years demonstrated experience in appraising, accessioning, arranging, and describing archival and manuscript collections. Supervisory experience required. Demonstrated experience in records management including the creation of record retention schedules and management of permanent and non-permanent records. Working knowledge of MARC, EAD, and archival description standards. Knowledge of the conservation and preservation needs of archival collections in a variety of formats including analog and born digital records. Familiarity with archives management systems and/or content management systems and an understanding of emerging technologies. Experience with presenting archival and historical information to diverse audiences through diverse media. Demonstrated organizational, decision-making and problem-solving skills including the ability to create policy; supervise staff, interns, and volunteers; prioritize and manage workflow, projects, and multiple tasks while meeting deadlines and solving problems in a dynamic environment. Excellent research, oral and written communication skills. Demonstrated ability to collaborate with institutional departments, community partners, and potential donors. General familiarity with museum operations, art history, and history. The employee must frequently lift and/or move up to 40 pounds and is often required to climb or balance and stoop, kneel, crouch, or crawl.

III. Responsibilities

- A. Oversee all facets of museum archives and records management operations. Monitor and evaluate trends in museum archives and records management.
- B. Provide consistent and ongoing evaluation, documentation, and continuous process improvement of all museum archives and records management

functions. Develop new or improved staffing models to effectively align staff with the tasks of the museum archives to accomplish all goals and priorities.

- C. Develop and implement an on-going strategic plan for the museum archives in coordination with the Director of Library and Archives.
- D. Supervise and perform all administrative duties related to museum archives staff, work-study students, volunteers and interns by prioritizing, organizing and assigning work; training and evaluating staff and answering questions; reviewing work in progress; resolving problems related to museum archives and records management; and updating Director of Library and Archives of status of projects and assignments.
- E. Mentor and guide the professional development of museum archives staff and foster cross-training.
- F. Analyze recorded information produced or received by the museum to determine value of content for retention.
- G. Determine and prepare or direct preparation of retention/disposition schedules for museum offices with particular attention to the legal requirements for retention and monitor compliance. Oversee appropriate disposition of non-permanent information and materials.
- H. Work with and direct activities of staff engaged in analyzing/appraising, processing, preserving, organizing, describing, safekeeping and retrieving recorded information and related materials.
- I. Arrange and maintain information in retrievable form. Select upgrades to systems to aid in information retrieval. Maintain resources in all formats such as electronic records, tapes (audio and video), photographs, movies, clipping files, microforms, appropriate blueprint copies and ephemeral materials. Transfer material to accessible formats for research and reference.
- J. Administer the departmental records officer program and advise staff on proper record keeping practices and procedures especially with regard to vital records and disaster planning.
- K. Assist staff members, approved scholars and others conducting research by supplying available materials and/or information requested while maintaining necessary confidentiality of private museum records.
- L. Ensure museum archives facility is secure, clean and that appropriate environment is maintained.
- M. Prepare schedules for staff; maintain museum archives manual; and assist with preparation of budget and annual report.
- N. Identify, collect, analyze and communicate statistics associated with museum archives as requested.
- O. Maintain confidentiality.
- P. Identify, in conjunction with the Director of Library and Archives, potential funding sources for projects associated with the museum archives.
- Q. Maintain proficiency in automated solutions to storage and access to archival information.
- R. Attend professional meetings annually.
- S. Perform other projects as assigned by Director of Library and Archives.
- T. In charge of book library, as assigned, in absence of Director of Library and Archives.

Signature

Date

SAA Museum Archives Section Working Group Example