



Archive Assistant for the Packer Collegiate Institute papers

Brooklyn Historical Society seeks an Archive Assistant to assist Archivist, John Zarrillo, with the acquisition of the Packer Collegiate Institute papers into the Brooklyn Historical Society Archive and Manuscript collections. The majority of the collection is processed with a detailed finding aid. The remainder will be appraised and described. The collection will be barcoded and prepared for moving. A small portion of the manuscript boxes will be delivered to BHS; the remaining approximately 450 boxes will be picked up and delivered to Clancy Library Storage. Most work will be done on-site at Packer Collegiate Institute on Joralemon Street in Brooklyn Heights. This is an opportunity to gain experience in the logistical details related to acquiring an institutional collection from an active organization requiring a combination of active archival storage and remote dark storage with a variety of access modes.

Candidates must have practical processing experience through internships or paid positions. Examples of published finding aids are preferred.

Job Responsibilities:

- Perform basic rehousing and minimal description or inventorying.
- Apply basic preservation techniques to archival records, including enclosing fragile material and foldering oversized material.
- Assist with basic collection management, including numbering of folders and boxes.
- Appraise the collection for inclusion in institutional collection.
- Prepare collection for moving to two facilities.

Required Qualifications:

- Significant coursework towards the completion of a Masters in Library and Information Science with a specialization in archival studies and completion of an archival description courses.
- Demonstrated understanding of archival collections and principles of arrangement and description.
- Effective oral and written communication skills; ability to work both independently and as part of a team.
- Strong organization and time-management skills; attention to accuracy and detail is essential
- Familiarity with EAD and DACS; and with the use and application of standardized vocabularies.
- Ability to bend, reach, and lift boxes or volumes weighing up to 40 lbs.



Preferred Qualifications:

- Previous experience working with CMS and ILS systems; preferably Archivists' Toolkit.
- Previous archival processing and description experience, including an understanding of pragmatic and efficient processing procedures.
- Experience in developing local taxonomies.
- Previous experience or knowledge about intellectual property issues in primary and secondary resource collections.
- Knowledge or interest in Brooklyn history.

SAA Museum Archives Section Working Group Example