



Senior Archivist Job Description

The Senior Archivist is responsible for processing, arranging, and describing unprocessed collections in the archives of Brooklyn Historical Society. Using Archivists' Toolkit to create an EAD finding aid according to the standards set forth in BHS's archival processing manual and Describing Archives: a Content Standard (DACS), the Senior Archivist will also be responsible for exporting that descriptive record from the Toolkit and importing it into a variety of other systems for public access; updating and maintaining procedures and policies; and providing information for reports to the Board of Trustees, grant and processing projects, and for the purposes of strategic planning. He/she will supervise interns and archival assistants, manage projects and project staff as assigned, serve on BHS committees, participate in public programs, and represent BHS and his/her archival perspective and expertise in professional regional and national organizations such as A.R.T., MARAC, and SAA. The Senior Archivist will support reference services during the library's open hours, including at least 1 Saturday per month, and other responsibilities as assigned.

Required Qualifications:

- Masters in Library and Information Science, with a specialization in archival studies and completion of a library cataloging course.
- Demonstrated understanding of archival collections and principles of arrangement and description through a completed finding aid or other description tool.
- Effective oral and written communication skills.
- Ability to work as both independently and as part of a team.
- Strong organization and time-management skills; attention to accuracy and detail is essential.
- Familiarity with MARC and EAD; AACR2 and DACS; and with the use and application of standardized vocabularies.
- Supervisory experience, either within an archive or another work setting.
- Ability to lift, bend, and reach boxes or volumes weighing up to 40 lbs repeatedly, including handling these materials while standing on rolling ladders and stepstools.
- Ability to work in library stacks in cold temperatures (60-65 degrees Fahrenheit) for up to an eight-hour workday, five days a week.
- Demonstrated reliable attendance to ensure successful and timely project completion.
- Experience manipulating datasets for access purposes.

Preferred Qualifications:

- 2-3 years post-MLS processing experience.
- Previous archival processing and description experience, including an understanding of pragmatic and efficient processing procedures.



- Undergraduate degree in history. 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 legal processes and terminology; and knowledge of Brooklyn or New York history is preferred.
- Experience handling and providing basic preservation treatments for historic materials.
- Experience supporting curatorial and exhibition projects.
- Experience instructing students on the use of primary resources within a classroom setting.

About Brooklyn Historical Society and The Othmer Library

BHS' Othmer Library and archives house the most comprehensive collection of Brooklyn-related materials in the world. In 1993, the U.S. Department of Education designated the Othmer Library as a "major research library" under Title II-C of the Higher Education Act. Today the collection includes more than 100,000 books and pamphlets, 60,000 photographs and prints, 2,000 feet of archival collections, and more than 2,000 maps and atlases. These materials include family histories, rare books, periodicals, serials, journals, personal papers, institutional records, and oral histories that document Brooklyn's many different ethnic groups and neighborhoods.

We draw from these holdings to create interpretive exhibitions that prompt students, scholars and members of the general public to reconsider the fundamental facts of history in light of primary source documents and artifacts. BHS serves almost 80,000 people annually by providing opportunities for civic dialogue and community engagement for children and adults through exhibit tours, public programming, research opportunities, educational programs for New York City students, and professional development workshops and written curricula for teachers.

The Brooklyn Historical Society is dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of any mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal or state law.

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