

**Denver Museum of Nature & Science
Job Description**

Date: October 6, 2009	Volunteer:
Position Title: Archivist & Chair, Bailey Library & Archives	Exempt Position: Yes
Reports To (position): Director, Preservation & Documentary Resources	Non-exempt Position:

Responsibility Statement

As Department Chair, provide leadership and management for plan, budget, and staff of the Bailey Library & Archives Department. As Archivist, serve as a resource on intellectual property and coordinate registration, and help the Museum meet its public trust and other legal obligations through institutional records management, collections management, and archival documentation.

Essential Functions

1. Collections (80%) Authorize and oversee appropriate collections growth, management, and use.

Standards of Performance:

- Assure that all department collection activities are managed according to Museum policies and procedures, and paperwork is filed in a timely manner.
- Acquire collections that are relevant to the mission of the museum.
- Conduct an active oral history program that document's the Museum's history.
- Initiate, write and submit collection grant proposals as per annual plan.
- Facilitate the accession, deaccession, documentation, registration, and preparation of collections.
- Organize, document, and systematically store Archives collections for ease of access, and for long-term preservation.
- Facilitate access and use of collections for purposes of research, education, loan, and exhibit.
- Maintain an accurate and up-to-date record of collection visitation and use.
- Manage the Archives rights and reproduction function.
- Serve as the Museum's clearinghouse and information source for intellectual property issues. Register copyrights, domain names, and Colorado trade names and trademarks as necessary.
- Maintain relationships with donors and potential donors.
- Exercise curatorial authority for the Archive collections.
- Oversee the work of volunteers, provide trainings as required and mentor/supervise volunteers, students, and interns.

2. Administration (15%) Provide leadership, personnel management and smooth administration for the department

Standards of Performance:

- Develop strategies to ensure that department staff, collections, and output are of the highest quality and are recognized as significant both nationally and regionally.
- Hire and manage department staff, provide on-time reviews and define and/or approve annual goals.
- Provide a framework for regular communication with department staff and the PDR Director.
- Prepare and submit department plans and reports as required and on time and ensure delivery of planned goals.
- Develop and manage department operating budget, provide monthly budget review, keep variance within 10%, and oversee quarterly forecasting.
- Support the development of the technical supplies budget.
- Oversee all aspects of grant administration and budgets in accordance with museum procedures and by designated deadlines.
- Participate in meetings as outlined in the division procedures manual.
- Submit and approve timesheets and expenses in a timely manner.

3. Outreach (4%) Promote Archives collections and support innovative education, exhibits, and outreach

- Raise awareness of the Archives services and collections.
- Serve as the Museum's public spokesperson for the department, and provide expertise as needed to other areas of the museum and the media in a timely and professional manner.
- Support temporary and permanent exhibit development as required.
- Coordinate with Museum departments to deliver three or more internal and external educational programs per year.
- Support museum programs by providing expertise and collection resources
- Provide expertise as needed to other areas of the museum and the media in a timely and professional manner.

4. Service (1%) Provide service to profession

Standards of Performance:

- Maintain memberships and hold board and committee positions in professional societies.
- Attend professional meetings.
- Coordinate, develop, and deliver panels, presentations, and keynotes.

Job Behavior Factors

1. Leadership:

Able to provide team members with needed resources; able to provide meaningful direction and motivation toward common team goal; able to model desired behavior, inspire high team performance, and facilitate high team morale; able to establish a vision to help drive team goals.

2. Communication:

Able to use active listening skill or attend to non-verbal cues to better understand others' perspectives, behaviors or motivation; able to empathize with others' needs and respond sensitively; able to use good judgment when responding and respond to objections successfully.

3. Initiative:

Able to generate and explore different, creative, imaginative or unique approaches; able to challenge conventional practices, adapt old methods for new uses, or seek continuous improvement in procedures.

4. Professionalism:

Able to remain calm and professional through stressful or ambiguous circumstances; able to objectively and calmly interpret information, solve problems, and meet tight deadlines in difficult circumstances; able to help others manage stress.

5. Teamwork:

Able to show team spirit and treat team members with cooperation and respect; able to share useful information with team members; able to support and comply with decisions; able to solicit team members' opinions and consider other sections' perspectives; able to help resolve team conflicts.

Experience/Education

Master's of Archival Administration or Library and Information Science

At least five years of museum experience is recommended.

Demonstrated experience with management of plans and budgets, and supervisory experience.

Five years archives management experience

Two years experience with relational collections database software

Knowledge, Skills, Abilities

Advanced knowledge of archives administration

Solid knowledge of library and image archives administration

Solid knowledge of intellectual property law and laws governing access to records

Solid science content knowledge in areas of DMNS core competencies

Solid knowledge of and experience with scanning, OCR, and image-editing software

Solid knowledge of and experience with Encoded Archival Description

Solid knowledge of digital preservation

Solid communication skills including the ability to motivate, work as a team and trouble shoot.

Solid ability to provide strong leadership

Solid knowledge of granting agencies and demonstrated ability to acquire funding.

Solid ability to work with an interdisciplinary professional team.

Advanced ability to get along with museum members, and the general public

Solid ability to develop and manage an intern and volunteer program.

Solid knowledge of curation practices and collections management procedures

Solid public speaking skills

<p>Solid computer skills and MS applications Solid ARGUS skills Advanced interpersonal and organizational skills Basic proficiency with printer, copier, and fax</p>
<p>Supervisory Supervise 2 direct reports (librarian and image archivist) Supervise temporary/grant funded staff Supervise volunteers and interns</p>
<p>Financial Signing authority of \$2000 for department operating budget Signing authority of \$2000 for grants as PI Collection authority of \$2,000 for acquisition, accession and deaccession.</p>
<p>Equipment Sound recording equipment (modern & historical) Experience with audio visual equipment Basic proficiency with scanner, printer, copier, fax, and typewriter</p>
<p>Physical Working Conditions Normal office environment Working with storage units, shelves and moving equipment in collection areas</p>
<p>Physical Effort Required Moderate physical activity required by handling objects up to 50 pounds occasionally and/or up to 25 pounds frequently.</p>

Job Description Example