

ROCK AND ROLL HALL OF FAME AND MUSEUM

Job Description

Title: Archivist **Date:** January 2008
Department: Library and Archives **Division:** Exhibitions/Curatorial
Reports to: Director of Library and Archives **Supervises:** Archival staff and students
Classification: Full-Time/Exempt

Employee:

Summary: The Archivist is responsible for assisting in the planning and implementation of the activities of the Library and Archives of the Museum, including selection, arrangement description, reference and outreach.

JOB RESPONSIBILITIES AND DUTIES:

1. Assists in furthering the mission of the Rock and Roll Hall of Fame Library and Archives.
2. Implements the established policies and procedures of the Library and Archives.
 - Carries out day-to-day archival practices, policies and procedures and the work of others regarding arrangement, description, preservation and reference.
 - Assists the Director with consulting with the Library and Archives staff to determine departmental needs.
 - Assists the Director with developing the Library and Archives budget.
3. Assists the Director with collection of original historical documents and reference material according to the collection policy.
 - Selects and appraises archival materials offered to the Library and Archives in conjunction with the collections policy.
 - Interacts with potential donors to the Library and Archives.
4. Supervises the activities of certain archival staff and student employees.
 - Assists the Director in writing and updating job descriptions.
 - Conducts job performance reviews and communicates them to staff and to the Director.
 - Provides training and recommends professional development opportunities to staff.
5. Represents the Library and Archives both in and outside the institution.
 - Monitors, analyzes, evaluates, and communicates staffing, space, equipment, and fiscal needs of the Library and Archives.
 - Serves as a resource person and advocates for topics relating to or affecting the Library and Archives including problems affecting the unit.
 - Represents the Library and Archives at relevant professional forums. Attends local, national, and international professional meetings when appropriate, establishes and maintains liaison with other institutions.

- Represents the Library and Archives to the general public and to the scholarly community at large.
 - May research and write lectures and publishable works on rock and roll history, music, or the business of rock and roll for both the general public and the scholarly community as appropriate.
 - Interacts with appropriate vendors.
6. Works with Museum staff to assemble exhibits for the public areas of the rock and roll Library and Archives as needed.
 7. Travels off-site and/or out of state when required.
 8. Duties include but may not be limited to the above.

JOB REQUIREMENTS AND QUALIFICATIONS:

1. **Education Level:** Ability to read and demonstrate basic oral, written, mathematical and manual skills. Ability to communicate and be articulate in Standard English. Master's degree in library science, archival studies or related field. Additional degree in music or related discipline preferred.
2. **Experience in Field:** A minimum of 5 (five) years processing archival materials in an academic or research library setting. Strong background in archival appraisal, arrangement, description, preservation and reference service. Experience working with various physical formats including paper, sound recordings, video materials, and photographs. Working knowledge of current metadata and descriptive standards, including DACS, EAD and MARC 21. Supervisory experience is preferred. Knowledge of rock and roll and its related music genres is highly desirable.
3. **Unique Expertise/Certification/Registrations:**
 - Expertise in best practice for archival principles and procedures.
 - Outstanding team orientation, flexibility, and ability to work both independently and collaboratively.
 - Outstanding verbal and written communication skills, organizational skills and interpersonal skills.
 - Strong background in professional organizations and continuing education in archives preferred.
 - Detail oriented with ability to organize and prioritize tasks to meet deadlines and manage multiple projects concurrently.
 - Computer literate in standard office management software; including Microsoft Office applications.
 - Ability to interact with museum colleagues, archives colleagues, donors, the general public, with academics, students, scholars, historians and writers.
 - Must pass background investigation and drug screening.
4. **Working Conditions:**
 - **Environmental Parameters:** Ability to work in a window-less office.
 - **Physical Demands:**

- a. Strength:** Ability to lift/move up to 40 lbs. (approximately) overhead.
 - b. Type:** Express or exchange ideas by means of spoken word and to perceive nature of sounds. Ability to hear accurately to interact with the public. Demonstrate clarity of vision; judge distance and space relationships; identify and distinguish colors. Ability to perform tasks concurrently. Ability to perform administrative duties, typing, filing, bending over to low files, reaching high files, climb ladders. Work involves sitting most of the time, but may involve walking, standing, reaching, lifting, and carrying heavy materials for brief periods.
- 5. **Work Schedule:** Ability to work up to 40 hours per week; any shift as assigned, including evenings, weekends and holidays. Hours are primarily Monday through Friday 8:30 am to 5:30 pm. Ability to work additional hours as business needs demand.
- 6. **Equipment Used:** computer, scanner, printer, telephone, photocopier, fax machine, calculator, and other office equipment. May use ladder or cart in archival storage, processing, or research areas.
- 7. **Safety Hazards:** Medium hazards. General office working conditions except may need to climb ladder to access historical materials.
- 8. **Aptitude Requirements:**
 - **Cognitive:**
 - a. Analytical:** Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions.
 - b. Communication:** Ability to be conversant in archives rules and procedures. Ability to understand and carry out written or verbal instructions. Ability to answer inquiries from visitors.
 - c. Administrative:** Ability to complete forms. Ability to pay attention to detail and accurately distinguish data.
 - **Manual:**
 - a. Motor Coordination:** Ability to make necessary movements in selecting, carrying, and depositing items. This includes climbing a ladder.
 - b. Finger Dexterity:** Ability to pick, pinch or otherwise work with fingers to operate above equipment. Ability to pick up a variety of items and place them on shelves; to move knobs, buttons or switches.
 - c. Manual Dexterity:** Ability to seize, hold, grasp, turn or otherwise work with hands. Ability to shake, sort, fold or stack items, to place and retrieve items.

Employer's Rights:

This job description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.