

Title Assistant Archivist

Responsibilities:

- Applies professional standards to the processing, arrangement and preservation of records
- Catalogs digital and analog photography on accession, series and item levels
- Responds to research requests from museum staff and public
- Maintains statistics on photographs accessioned, catalogued, catalog records created, and research requests completed
- Creates master and tiff images for born-digital photography
- Assists in managing workflow from Photographic Services through completion of catalog record
- Orders archival and office supplies for the department

Skills, Knowledge and Abilities:

- Excellent organizational skills with attention to detail and accuracy
- Knowledge and experience with MARC, MS Access, Adobe Photoshop, EAD and DACS
- Knowledge of art history and/or museum operations
- Must be able to lift archives storage boxes and climb ladders

Education and Experience:

- ALA accredited, MLS plus archival experience required
- Museum experience preferred

SAA Museum Archives Section Working Group Example