

Title

Archives Director

Responsibilities:

The Archives Director oversees the accessioning, arrangement, description and preservation of the permanent records in textual, architectural, photographic, audio/visual, micrographic and multimedia formats. In addition, the Archives Director appraises, acquires and maintains the archival collections of individuals or institutions closely associated with the museum. Other major areas of responsibility include the operation of the institutional records management program, the initiation of outreach efforts, development of departmental goals, and the administration of grant and special projects. The Archives Director keeps abreast of developments in the archival and standards communities as well as open source and proprietary tools for collection description and management; designs and advises on the development and acquisition of internal databases accordingly. The Archives Director provides some reference service to the staff and public; catalogs photographic and digitized textual materials for delivery on the Internet and intranet; and oversees departmental volunteer program.

- **Administration:** Participates in campus planning, meeting with architects and assessing departmental workflow, space and environmental needs; develops annual departmental budget; analyzes user and web site statistics; initiates and administers grant projects; develops departmental web site, initiates outreach activities, participates in collaborative efforts; and gives presentations in order to raise profile of archives; furthers collegiality by providing professional advice to others in the archival community. Supervises 4.5 F/T staff and 1-2 summer interns.
- **Arrangement, description and preservation:** Applies professional standards to the processing, arrangement and preservation of records; oversees creation of finding aids and creation of MARC catalog records for OCLC; creates records in MARC and ISAD(G) format for the inhouse and web databases;
- **Appraisal and acquisition:** Appraises unscheduled institutional records. Selectively solicits and appraises private manuscript collections. Solicits and conducts oral histories with individuals closely associated with the museum.
- **Reference:** Provides reference service to staff and public. Oversees maintenance of automated reference files on museum's history, exhibitions, annual events, and artists index to non-annual group shows.
- **Records Management:** Collaborates with IT on implementation of new institutional electronic archive.

Skills, Knowledge and Abilities:

- Excellent organizational skills with attention to detail and accuracy
- Ability to supervise staff of professional archivists, paraprofessional and volunteers
- Excellent writing, verbal and interpersonal skills
- Knowledge and experience using retention and disposition schedules and records

surveys

- Familiarity with archival descriptive structure standards such as Dublin Core, MARC, EAD, and ISAD(G)
- Knowledge of descriptive content standards and best practices, particularly DACS.
- Familiarity with archival technical standards and controlled vocabularies
- Ability to manage a 3,600 linear ft. collection
- Knowledge of art history and/or museum operations desirable

Education and Experience:

- ALA accredited, MLS
- 7-10 years archival experience required, museum experience preferred

SAA Museum Archives Section Working Group Example