

Job Description: Archivist

Date:	December 2022
Title:	Archivist
Department:	McCracken Research Library
Position Reports To:	Housel Director
Status:	Exempt / Full-time

Summary: The Archivist oversees processing of manuscript and photographic collections according to modern archival standards; manages their storage, retrieval, description, and display as digital collections online and in physical exhibitions; and supervises part-time staff and volunteers contributing to these processes. The Archivist also participates in research activities based on archival materials.

Job Duties:

- Oversees retrieval of historical and institutional archives and their storage, with attention to proper housing, temperature, humidity, shelving, and overall space utilization.
- Upholds retention schedule for institutional archives, and communicates closely with administration, curatorial staff, and other colleagues to conduct ongoing collection and processing of appropriate materials.
- Processes incoming photo and manuscript collections by arranging and describing materials.
- Conducts research in support of manuscript and photo cataloging.
- Writes and publishes collection finding aids according to archival standards.
- Manages access to, and user interfaces and related webpages for finding guide systems and digital collections (i.e. ArchivesSpace and ContentDM).
- Manages controlled vocabularies for finding guides and digital collections.
- Trains employees and volunteers in metadata entry according to professional standards.
- Presents or contributes to public programs, exhibitions, or online content related to the mission of the McCracken Research Library.
- Helps provide reference services and assistance for users needing archival materials.
- Performs day-to-day administrative tasks as assigned, including oversight of departmental accounting and budgets, and coordination of social media for the department.

Competencies:

- Knowledge of current archival practices.
- Basic cataloging knowledge.
- Working knowledge of computer networking and infrastructure.
- Awareness of current digital preservation standards.
- Understanding of and interest in local and western American history.
- Working knowledge of computer technology and spreadsheet software.
- Efficient work habits and organizational skills.
- Excellent communication skills, verbal as well as written.
- Positive professional demeanor.

Supervisory Responsibilities:

- Supervises staff, interns, and volunteers in archival projects as necessary.
- Provides basic training on AV equipment, printers, scanners to staff, volunteers, researchers.

Required Education and Experience:

- Master of Library Science (MLS), Master of Library and Information Science (MLIS), or related advanced degree, with concentration on archival studies or equivalent work experience.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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Position Analysis/Specifications

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting			X	
Standing			X	
Walking			X	
Bending Over			X	
Crawling	X			
Reaching			X	
Crouching		X		
Kneeling		X		
Balancing		X		
Pushing/Pulling			X	
Lifting/Carrying				
10lbs or less			X	
11lbs to 25lbs		X		
26lbs to 50lbs		X		
51lbs to 70lbs		X		
Manual Dexterity		X		
Fine Motor Skills		X		
Gross Motor Skills			X	
Eye/Hand Coord.		X		
Near Vision				X
Far Vision		X		
Color Recognition			X	
Hearing		X		

Environmental Factors

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside			X
Working Inside	X		
Working Alone	X		
Working Closely with Others	X		
Excessive Cold/Heat		X	
Excessive Humidity/Dampness		X	
Noise/Vibrations			X
Working with Chemicals/Detergents/Cleaners			X
Working Around Fumes/Smoke/Gas		X	
Walking on Uneven Surfaces			X
Motorized Equipment or Vehicles		X	
Working With Machinery/Motorized Equipment		X	
Climbing on Scaffolds or Ladders	X		