



SPRINGFIELD MUSEUMS™
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Archivist

The full-time position of Archivist is available immediately. This position reports to the Curator of Library and Archives.

Position Summary:

Responsible for overseeing the archives: providing collections care, creating, and maintaining the archives database and collections guides, providing access to materials for exhibits and research, and supervising the workflow of staff, interns, and volunteers in the archives.

Responsible for providing reference and research assistance to the public, and other similar duties that pertain to the Local History and Genealogy Department.

Responsibilities:

Essential duties of the position include but are not limited to the following:

- Provide research assistance and guidance to community members, including museum personnel, about questions concerning genealogy, local history, and museum exhibits. Assist patrons in conducting in-depth searches for information using the available collection. Refer patrons to related resources in other libraries, archives, and information repositories.
- Supervise the workflow in the archives. Accessions and catalogs archival materials and oversees the work of others who perform similar duties in the archives. Plan archival projects for staff, interns, and volunteers and directly supervise the daily work involved in their completion. Maintain the archival database and develop information retrieval aids.
- Responsible for archives collections organization and accessibility. Inaccurate accessioning or cataloging of items could render them permanently inaccessible to researchers. Failure to act with discretion or provide accurate research results could affect the professional status of the institution. Handles restricted records for the SLMA and within other collections in the archives.
- Plan, research, prepare, and mount exhibits of archive materials. Coordinate the use of archives materials in such exhibits and conjunction with the curator of history's exhibit needs. Ensure appropriate preservation care of all archival items on exhibit.
- Research and retrieve items in response to requests from within the Association and for requests from individuals and the media, such as BBC, and A&E.
- Under the direction of the supervisor, monitor the conservation needs of the collection, perform conservation on selected material, and participate in conservation projects. Consult with supervisor on matters regarding de-accessioning; implement weeding of collection.
- Order all supplies for the archives.
- Keep abreast of current practices in the profession through such means as literature, seminars, workshops.

- Participate in outreach activities in conjunction with the educational staff or at the request of the director or supervisor.
- Perform other similar duties as required or requested by the supervisor.

Qualifications include, but are not necessarily limited to:

- Must use experience and exercise expertise and judgment in overseeing the daily functioning and administration of the archives. Considerable latitude in carrying out the duties of the position. Problems are referred to the supervisor for resolution.
- Position requires significant contact with media and researchers, international in scope. Interacts with assigned staff in work supervisory capacity, and in an advisory capacity with fellow library associates engaged in archival or exhibit work. As archives specialist, represents the SLMA to outsiders, assisting the supervisor in evaluating potential donations and representing the Association as its archivist. Interacts extensively with researchers in person, by phone, email, fax, etc.
- Access to confidential Association records and is responsible for restricting access to portions of donations of archives materials as dictated by donors.

Education and Experience:

- Interest/expertise in genealogy is highly desirable. Bachelor's degree required. MLS with a concentration in archives management is preferred.
- Minimum 2 years working in an archival setting, or MLS with archives concentration.

This position offers the following benefits:

- Generous paid time off
- Medical, Dental, and Vision insurance
- Employer-provided Short Term Disability Insurance
- Long Term Disability Insurance
- 401(k) retirement plan
- Family Membership to the Springfield Museums
- Generous discounts for Museum School courses
- Museum Store discount
- Free parking

Interested candidates should provide a cover letter and resume to Mhumberston@springfieldmuseums.org. by Wednesday, May 15, 2024.

An Affirmative Action and Equal Opportunity Employer, The Springfield Museums is committed to developing and sustaining a diverse staff to further the organization's mission. Women and candidates from historically underrepresented groups are especially encouraged to apply.