

**Employment Opportunity
Part-Time Archivist
Westport Historical Society
25 Avery Place, Westport, CT
203-222-1424
searchcommittee@westporthistory.org**

Employment Type: Temp-Perm

Report to: Executive Director

Salary: Commensurate with experience; 8-10 hours per week on ongoing basis

Westport Historical Society seeks an experienced, self-motivated, and detail-oriented person to be a part-time Archivist.

The Archivist will be charged with the management, inventory, housing, and research of the Archives:

- Acquired materials – including, but not limited to: papers of individuals, businesses, and organizations, photos, books, maps, genealogies/family histories, house histories
- Institutional records – correspondence, memoranda, minutes, financial records, reports, grant records, departmental files, architectural plans, documentary photographs and negatives, film, audio and videotapes, publications created by WHS, and records of exhibitions and installations
- Research requests - complete both external and internal inquiries
- Institutional Loan Requests - aiding the research and fulfillment of approved requests from other institutions.

Responsibilities:

- Oversee the collection and update Archives policies to guide acquisition, retention, preservation, and deaccessioning strategies as well as digitization efforts
- Assess, categorize, label collections, including identifying, scanning, and describing individual collections and pieces
- Develop plan to re-house collections, as analysis deems necessary
- Process collections into new systems, databases and metadata; produce and maintain electronic finding aids
- Work with other collections teams to coordinate systems and policies for long-term preservation and access
- Assist in selection and presentation of items for exhibits and displays
- Identify and pursue potential grant opportunities to maintain and expand the archive

- Conduct archival research to fulfill various external and internal needs; this includes locating and labeling assets to respond to external/internal research requests quickly, accurately, and thoroughly
- Attend offsite meetings and educational seminars as necessary to improve condition of the archives and maintain most current accepted standards.

Interaction with Internal & External Teams:

- Work closely with internal departments, including but not limited to Collections, Exhibits, Programs/Education, Gift Shop, Development, and Marketing
- Represent the Archives needs at internal and external meetings
- Train and supervise volunteers and student interns

Working Conditions:

- Requires the ability to lift, push, pull and/or physically maneuver boxes of materials (a maximum of about 35 lbs)
- Frequent bending, stooping, and stretching
- Combination of office environment and archive storage vault as well as offsite research locations, from time to time

Qualifications:

- Bachelor's degree, MLS or Certified Records Manager certification is preferred, and more than two years of demonstrated work experience in an archive or academic research library
- Proficient with techniques for proper care and handling of paper records, books, and photographs
- Knowledge of best practices in digital preservation strategies for non-digitally-born material and for management of digitally-born materials
- Familiarity with metadata standards and archival systems
- Strong technical skills in digital asset management systems
- Excellent interpersonal and writing skills are essential for effective communication and teamwork
- Courteous and helpful attitude in fulfillment of research requests and interfacing with the public
- Organized, detail-oriented, affinity for critical thinking and problem solving

Please send cover letter and resume to searchcommittee@westporthistory.org

Westport Historical Society provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or gender.