

Job Announcement

Archivist

Position Summary

The Archivist is a full-time position that provides support to the staff of the Betty Boyd Dettre Library and Research Center (LRC). The Archivist duties primarily involve intake and processing of institutional archives and the LRC's Archives of Women Artists. The Archivist maintain archives management, as well as other duties necessary to fulfill the goals and mission of the LRC. Working with the Director of the LRC, the Archivist performs duties requiring knowledge of best archival practices and procedures. The Archivist is an ambassador for the museum in-person and via remote inquiry, and maintains dedication to the preservation, access, and creative implementation of the archival collection. Work priorities will change to reflect the needs of the community and the collection. Priorities for the Archivist are established by departmental goals and immediate needs as determined by the Library Director.

Responsibilities

Functions may include, but are not limited to:

- Processing archival collections including inventory, rehousing, sorting, arranging, and description of archival materials
- Implementation and maintenance of an archive management system
- Address and bring up-to-date archival processing backlog
- Receiving, indexing, and processing of new accessions of archival acquisitions
- Creating archival collection inventories
- Implementation and knowledge of archival preservation methods
- Provide records management advice, training, and oversight
- Arrangement and rehousing of collection items in a variety of media types
- Description of records (including creation of finding aids and bibliographic records)
- Experience with professional standards and best practices such as arrangement, description, and use of archival records such as DACS, Encoded Archival Description (EAD), and Resource Description and Access (RDA)
- Assist Digital Asset Manager in addressing digital collections originating in the library and archives, preservation of born-digital archives and assets, and digitizing materials
- Provide archival reference and research services making available archival materials for researchers, museum staff, and the public
- Provide customer service by regularly staffing the reference desk
- Assist with a range of internal and external reference requests and research inquiries

- Assist in finding, organizing, and interpreting archival records for public programming and exhibitions

Qualifications

This position requires a Master of Library and Information Science (MLIS), Library Science (MLS), or Archives and Records Administration (MARA) from an ALA-accredited institution with at least two years of professional experience (full-time or equivalent) working in appraising, accessioning, processing, arranging, describing, and preserving archival records, and managing projects in libraries, archives, academic and or cultural institutions.

The successful candidate will demonstrate the following skills/experience:

- Highly preferred: Knowledge of modern and contemporary art and art history
- Demonstrated experience with professional standards and best practices that govern the arrangement, description, and use of archival records such as DACS, Encoded Archival Description (EAD), and Resource Description and Access (RDA)
- Demonstrated experience with current toolkits and processes used in web, email, and social media archiving
- Ability to develop, refine, and implement internal policies, procedures, and workflows
- Ability to work independently and collaboratively in a fast-paced work environment
- Strong written and verbal communication skills
- Skills: ArchivesSpace, Archive-It, Google Suite, Microsoft Office Suite, Adobe Creative Suite
- Ability to lift 40 pounds and climb ladders

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

Compensation

The salary range for this position is \$61,000 to \$65,000 annually commensurate with experience plus a benefits package.

How to Apply

Please apply through NMWA's [online job application portal](#). To request accommodations in the application or hiring process, please notify NMWA's Human Resources department at hr@nmwa.org.

The National Museum of Women in the Arts is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state, or local laws.

Successful candidates will be subject to reference and background checks. To comply with tax and legal obligations all candidates must reside in Washington, D.C., Maryland, or Virginia. Candidates must be legally eligible to work in the U.S. without visa sponsorship by NMWA.