



ARCHIVIST

The Organization: The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to www.georgiahistory.com.

Summary: Working independently and on a self-initiated basis, the Archivist is responsible for accessioning, arranging, describing, preserving, cataloging, and making available all archival collections and other paper-based materials and objects within the collection of the Georgia Historical Society. This is a full-time benefited position based in Savannah, Georgia.

Responsibilities include (Incumbent may perform other duties as assigned):

- Responsible for accessioning, arranging, describing, preserving, cataloging, and making available all archival collections and other paper-based materials and objects within the collection of the Georgia Historical Society.
- Participate in planning and work with the entire Georgia Historical Society staff to ensure integration of the Research Center component into the mission and goals of the Society. Assist education and other institutional divisions as needed with archival and other collection materials.
- Work with the Director of the Research Center in the development of the archival and objects collection and assist in outreach. Conducts content appraisal for potential donations/transfers of materials. Create and maintain collection(s), finding aid(s), and archives' database.
- Assist in creating, adhering to, and updating department policies and procedures.
- Administer incoming and outgoing GHS materials on loan for exhibits. Assist in creating exhibits with GHS collections using professional best practices.
- As part of the Research Center team, support reference services during the library's open hours; present instructional orientations of library and archives resources to groups and individuals; participate in Research Center outreach activities as necessary.
- Monitor physical environment and assesses the condition of archival facilities; report all maintenance-related needs of the facility; assist with onsite vendor/supplier appointments.
- Provide assistance and advice to individuals and organizations throughout Georgia seeking information/advice on caring for archival materials.

Supervisory Responsibilities: Interns and volunteers.

Qualifications:

Knowledge, skills, and abilities:

- Demonstrated knowledge of archival collections and principles of arrangement and description through a completed finding aid or other description tool.
- Knowledge of best practices in archives profession, including processing collections, care and handling of archival materials in a variety of formats, preservation, appraisal, and reference.
- Positive, collaborative attitude and team player. Good analytical and problem solving skills; ability to establish and achieve priorities.
- Effective oral and written communication skills
- Ability to work both independently and as part of a team in a positive and upbeat manner.
- Strong organization and time-management skills; attention to accuracy and detail is essential—can do attitude.
- Demonstrated reliable attendance to ensure successful and timely project completion
- Experience manipulating datasets for access purposes.
- Must represent the Society in a professional manner and be able to work well with diverse groups of people including patrons, board members, donors, volunteers, and staff.
- Understanding and recognizing legal issues relating to unpublished collections including copyright, privacy, confidentiality, and ownership.

Education: ALA-accredited Masters of Library Science or Masters of Public history with specialization in archival studies.

Required experience: Minimum of two years professional experience in a library/archival repository; demonstrated knowledge of archival principles; previous processing experience; knowledge of Microsoft Office, OCLC and integrated library systems, DACS, MARC 21, Library of Congress Subject Headings and other subject standards, and Encoded Archival Description

Preferred experience: Knowledge of Archivist's Toolkit; experience fulfilling project objectives within a defined timeline.

To Apply

Send cover letter and resume to:

Archivist

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No phone calls please