



The Georgia Historical Society is currently seeking qualified applicants for the position of ARCHIVIST

**Role Overview:**

Working on a self-initiated basis, the Archivist is responsible for accessioning, arranging, describing, preserving, cataloging, and making available archival collections and other paper-based materials and objects within the collection of the Georgia Historical Society. The successful candidate will be an experienced, motivated, and productive professional able to meet the demands and productivity goals of a fast-paced environment. This is a full-time benefited position based in Savannah, Georgia.

**What you'll get to do here:**

- Appraise records for historical significance
- Process and describe records to promote access and use
- Reconcile existing descriptions and digital objects with updated descriptions
- Select records of interest to user groups
- Assist Georgia Historical Society program staff with research needs
- Assist in conducting content appraisal for potential donations

**You'll be a fit if you bring:**

- 6 years of archival processing experience
- An advanced degree in archives and records management
- A passion for archives being more than boxes on a shelf
- A highly focused and organized approach
- Clear written and verbal communication skills
- Strong interpersonal capabilities
- Positive, collaborative attitude and team player

**You'll be a great fit if you also bring:**

- Experience working with special collections
- The ability to distill large amounts of information into easily comprehensible packages
- A proactive approach, commitment to problem solving, and strong work ethic
- The ability to meeting processing goals and benchmarks with a "can do" attitude

**What is Georgia Historical Society**

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](http://www.georgiahistory.com).

*Join Us!*

Send cover letter and resume to:

Archivist

Georgia Historical Society

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Savannah, GA 31401

Email: [jobs@georgiahistory.com](mailto:jobs@georgiahistory.com)

*No phone calls please*