GEORGIA HISTORICAL SOCIETY

SENIOR ARCHIVIST

The **Senior Archivist** is responsible for GHS archival 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. This position supervises the work of others and has responsibility for overall workflow, records maintenance, and policy and procedural oversite. In addition, the incumbent is responsible for performing online and local database maintenance. The successful candidate will be an experienced, motivated, and productive professional able to meet the demands and productivity goals of a fast-paced environment.

Must have advanced knowledge of archival collections and principles of arrangement and description through a completed finding aid or other description tool. Advanced 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. Advanced knowledge of standard tools for creating catalog records and of computerized cataloging, bibliographic and circulation system databases. Must have a positive, collaborative attitude and the ability to work in a team environment. Must have strong analytical and problem-solving skills; with the ability to establish, achieve and report on priorities, projects, and productivity. Strong oral and written communication skills. Strong organization and time-management skills and attention to accuracy and detail are essential. Demonstrated reliable attendance to ensure successful and timely project completion. 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. Master's degree from an ALA-accredited library school or equivalent accredited degree, with formal training in archival theory and practice or, a post-graduate degree in museum studies or a related discipline in the humanities or social sciences with experience may be substituted for a master's degree in library science. Must have a minimum of ten years professional experience in a library/archival repository with six years in a lead capacity that includes staff supervision; advanced knowledge of archival principles; cataloging, and previous processing experience; knowledge of Microsoft Office, MARC 21, Library of Congress Subject Headings and other subject standards, Describing Archives: A Content Standard (DACS), and Encoded Archival Description. Preference to candidates with private sector/corporate archival experience.

This is a full-time, in person, benefited, opportunity based in Savannah, Georgia.

Physical Requirements:
Must have the ability to alternate between sitting and standing for extended periods and walk frequently. Must be able to reach with hands and arms, lift and carry objects up to 50 pounds occasionally, and use hands to manipulate objects including a keyboard/mouse and GHS collection material. Must have good vision and hearing to perform tasks like reading documents and communicating with colleagues, donors, patrons, and the general public in person and over the phone. Must be able to ascend and descend ladders while carrying objects, ascend and descend stairs and work in semi-confined spaces. While performing the duties of this job, the employee may be regularly required to reach, stoop, and kneel to reach materials at various angles and locations occasionally. Must provide staff support with an annual event requiring additional work hours and advanced walking, standing, reaching, lifting, and carrying materials. This annual event will require an ability to hear accurately to interact with the public, demonstrate clarity of vision, judge distance and space relationships, and identify and distinguish colors.

To Apply

Send cover letter and resume to:
Senior Archivist
Georgia Historical Society
104 West Gaston Street
Savannah, GA 31401
Fax: 912.651.2831
Email: jobs@georgiahistory.com

No phone calls please