



## **Project Archivist, Teaching California 6/13/18**

### **The Position**

California Historical Society (CHS) seeks candidates for a 1 ½ to 2 year term position as Project Archivist, for *Teaching California*, a collaborative grant project funded by the State of California. *Teaching California* will offer California K-12 teachers and their students an innovative online collection of teaching resources. Under the guidance of the CHS Archivist/Digital Archivist, the Project Archivist will process, describe, and coordinate the imaging of archival collections in a variety of formats.

The Project Archivist will be responsible for carrying out rehousing, accessioning, processing and description work on collections selected for inclusion in *Teaching California*; and will collaborate with colleagues to establish intellectual control over the CHS Collection. The Project Archivist will be expected to use sound professional judgment to make appraisal, arrangement, and description decisions about the collections, will be responsible for achieving project goals and milestones, and for following national and local professional standards. They will also coordinate the flow of collection material between CHS and digitization vendor, participate in quality assurance processes, and collaborate with colleagues to facilitate inclusion of digital surrogates in preservation and access systems.

### **Responsibilities:**

Under the general supervision of the Archivist/Digital Archivist, the incumbent will:

Arrange archival collections in a variety of formats, in accordance with accepted archival standards. Describe archival collections according to archival standards in the repository's instance of ArchivesSpace and publish MARC records and EAD-encoded finding aids.

Collaborate with colleagues to establish intellectual control over archival collections in a variety of formats. Create or clean up accession and resources records, and assign containers and locations in the repository's instance of ArchivesSpace.

Carry out or oversee digitization related activities, including collection packing and shipment of collection material, maintaining tracking documentation of flow of materials to and from digitization vendor, and ensuring quality assurance work is done in an accurate and timely manner.

Collaborate with colleagues to ensure timely and accurate transfer of digital assets from vendor digitization facility, upload of digital assets to preservation repository, and inclusion of digital images in online discovery systems.

## **Experience and Education:**

MLS/MLIS from an ALA-accredited institution and relevant educational/work experience in an archive, research library, or special collections settings.

### **Required Knowledge, Skills, and Abilities:**

Demonstrated expertise in archival theory and practice, and experience in applying this expertise in description and processing work, including applying minimal and basic processing strategies.

Demonstrated mastery in the use and application of DACS, EAD, LCSH, LCNA, and other library and archival descriptive and content standards.

Demonstrated expertise in the use of ArchivesSpace or similar automated archival collections management systems.

Knowledge of basic preservation and conservation issues as they relate to archival collections.

Knowledge of rights administration and management issues for archival collections.

Superior written and verbal communication skills; excellent interpersonal skills; and demonstrated ability to work collegially within and across organizations.

Ability to perform detailed work in an accurate and consistent manner.

Demonstrated ability to manage time and tasks and complete projects in a timely manner.

Flexibility, and the capacity to thrive in a rapidly changing environment.

Ability to mount a short stepladder for access to upper shelves, and lift/carry up to 40 pounds.

### **Preferred Knowledge, Skills, and Abilities:**

Experience with digitization workflows for one or more media types (e.g., images, text, audio/video) and ability to optimize workflows for productivity.

Experience working with digital object repository and/or delivery system (e.g., CONTENTdm , Hydra, Islandora, or Omeka).

Subject expertise in California history.

## About Us:

The California Historical Society, founded in 1871, is a nonprofit organization with a mission to inspire and empower people to make California's richly diverse past a meaningful part of their contemporary lives in order to create a more just and informed future. Founded in 1871, CHS maintains a premier collection of original material documenting the history of California from the Spanish conquest to the present day. The CHS Collection represents the environmental, economic, social, political, and cultural heritage of the entire state. Beginning with its founding, and especially since establishing its Yerba Buena District headquarters on Mission Street in 1995, CHS has served residents of the Bay Area, the state, and beyond with its research library, exhibitions, publications, and public educational programs that draw on its important and wide-ranging collections of California history.

## Things you should know:

Based in San Francisco, this is a full-time position with benefits including fully paid employee health, vision, dental, life, and AD&D, a generous holiday and time off policy, and a team full of interesting and warm people to work with.

The California Historical Society is an Equal Opportunity Employer, committed to diversity among its staff.

Interested candidates should forward a resume and cover letter to [recruiting@calhist.org](mailto:recruiting@calhist.org). Resume review will begin immediately and continue until position is filled.

Thank you!