



Project Processing Archivist 7-31-18

The Position

California Historical Society (CHS) seeks a skilled and knowledgeable professional for a temporary Project Archivist appointment. The appointment term is 1 year. The successful candidate will work as the lead archivist on a NHPRC-funded grant project to process, and digitize portions of, three collections documenting political and social movements in California during the 1970s and 1980s: the Peoples Temple Publication Department Records, additions to the American Civil Liberties of Northern California Records, and the Mike Miller Papers.

The Project Archivist will be responsible for carrying out or supervising rehousing, processing and description work on the collections, including the supervision of an Assistant Archivist. 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, oversee 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 & Manuscripts Librarian, the incumbent will:

- Arrange or oversee arrangement of archival records in accordance with accepted archival standards. Describe or oversee description of archival collections according to archival standards in the repository's collections management database and publish EAD-encoded finding aids on the Online Archive of California.
- 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.
- Assign routine processing and collection management tasks, and quality assurance and tracking tasks to Assistant Archivist, and supervise their work.

- 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:

Master's degree in Library & Information Science or Archival Studies from an ALA-accredited institution required. Minimum 2 years of experience in arranging and describing archival collections, preferably in an archives or special collections department in a research library setting.

Required Knowledge, Skills, and Abilities:

Demonstrated expertise in archival theory and practice; minimum of two years of experience applying this expertise in description and processing work, including applying minimal and basic processing strategies.

Two years of experience showing mastery in the use and application of DACS, EAD, MODS, LCSH, LCNA, and other library and archival descriptive and content standards.

Minimum two years of experience in the expert 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, 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.

Preferred Knowledge, Skills, and Abilities:

Knowledge of project management tools and methods strongly preferred.

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).

Experience supervising or overseeing the work of students, volunteers, or other archivists.

Subject expertise in California history or 20th-century social and political movements.

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 exempt 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. Resume review will begin immediately and continue until position is filled. Project start date is approximately October 1st.

Thank you!