



POSITION DESCRIPTION

Title: Archivist
Supervisor: Curator
Classification: Non-exempt, Full-Time, Non-Emergency

The **Archivist** advances the mission of Tudor Place through the management, care and use of the archival collection. The archival collection includes manuscripts, books, photographs and research files that document over two centuries of life at Tudor Place. The Archivist is part of a small and dynamic department with a wide variety of responsibilities. In alignment with the Tudor Place strategic plan, the Archivist also will engage in initiatives to enhance the documentation of the lives of the enslaved and free individuals who labored at the site.

RESPONSIBILITIES

Collections Care & Management

- Implement best practices to maintain and preserve the museum's archival materials
- Oversee digitization and transcription of archives
- Work collaboratively with the Collections Manager to monitor and mitigate environmental conditions in the archive
- Periodically evaluate and recommend conservation treatment of archival materials
- Assist in planning for future needs of the Archive
- Make recommendations regarding the acquisition and loan of archival materials
- Process archival acquisitions, including accessioning, cataloging and updating finding aids

Public Outreach & Education

- Make archival resources accessible through the Tudor Place website
- Provide assistance to external and internal researchers in accessing and using the Archive
- Respond to external requests for reproductions of archival materials and update public use guidelines as needed
- Conduct independent research and create content for installations, programs and social media posts
Work with external partners on collaborative projects

Administration

- Advise the Curator on issues for action or discussion at Collections committee meetings
- Attend, prepare for and participate in department and all-staff meetings, as assigned
- Review and recommend updates to the *Collections Management Policy*
- Participate in the development and implementation of an organizational digital assets management plan

EXPERIENCE & EDUCATION REQUIREMENTS

- Master's degree in library/information science, collections management or a related advanced degree, preferably with an emphasis on archival management
- Two years of experience managing archival collections, preferably in a museum or historic house

KNOWLEDGE, SKILLS & ABILITIES

- Ability to work collaboratively as part of a small staff and enthusiasm for working in a team environment
- Knowledge of current archival management methodology and best practices, including the management of online and digital resources
- Exceptional organizational skills and ability to manage ongoing projects and daily tasks with minimal supervision
- Excellent written and oral communication skills, including the ability to communicate effectively with colleagues and with the public
- Proficiency in Microsoft Office programs
- Familiarity with collections management database applications (PastPerfect and Filemaker Pro proficiency preferred)
- Knowledge of digital imaging technology
- Ability to work in a range of environmental conditions

COMPENSATION & BENEFITS

Compensation is based on qualifications and experience. Salary range starts \$45K/year.

Tudor Place provides excellent benefits to employees, including paid leave, paid holidays, free on-site parking and a staff Museum Shop discount for all employees; life insurance and medical benefits are available to full-time employees.

TO APPLY

Please email Helen Hubbard-Davis, Director of Finance & Administration, at careers@tudorplace.org with a resume and cover letter. Please include '**ARCHIVIST**' in the subject line. No phone calls please.

Tudor Place is an Equal Opportunity Employer.