

Anchorage Museum Association

Title: Archivist

Reports to: Deputy Director, Collections & Conservation

FLSA Status: Exempt

EEO Class: Professional

Approved by: Museum Director/CEO

The Anchorage Museum welcomes diversity and inclusion and recognizes all are enriched through diverse voices, viewpoints, and skillsets. The Anchorage Museum is committed to creating an anti-racist, fully inclusive organization and is an equal-opportunity employer.

Summary Position Statement

Under the general supervision of the Deputy Director, Collections and Conservation, the Archivist is responsible for the care and knowledge of archival and photographic materials in the Atwood Resource Center, including planning, organizing, accessioning, processing and preserving all varieties of archival materials.

Essential Functions

- Identify, arrange, inventory, organize and preserve archival materials (predominantly photographic materials)
- Maintain national standards in cataloguing archival collections, including maintaining accession records
- Provide reference and research assistance and instruction to researchers, members of the general public, and staff
- Create finding aids
- Manage archives content, collection descriptions and indices in the Museum's electronic database systems to make materials available to Museum staff and the public
- Manage photographic preservation and digitization projects, in conjunction with other department staff
- Promote active use of the collections through collaboration with local, regional, statewide outreach programs, and Museum staff
- Assist with research and inclusion of archival material in Museum exhibitions, programs and publications
- Train and supervise volunteers and interns
- Support the work of research fellows
- Introduce archival collections to visiting artists, experts and researchers of the Museum and its programs
- Seek and assist with grant funds for archival projects

Non-essential Duties and Responsibilities

- Implement Resource Center policies and procedures
- Assist with budget development and priorities
- Maintain a working knowledge of copyright issues for library and photographic materials

- Serve on and support Museum committees as required
- Represent the Resource Center in local, state and national professional groups and organizations
- Other duties as assigned

Knowledge/Skills/Abilities

Knowledge of:

- National photograph and archives management procedures and standards.
- Image digitization for publication and exhibition
- Rights and reproduction procedures and standards
- Alaska history and cultures, preferred

Skills:

- Excellent interpersonal and communication skills
- Experience cataloging and preparing finding aids
- Computer software systems, i. e. Microsoft suite products
- Detail oriented

Ability to:

- Work well with the public and communicate effectively
- Coordinate programs with other museum departments, and other groups and agencies
- Determine work priorities
- Prepare plans, specifications, schedules, and cost estimates
- Organize work processes and select work methods and procedures; set goals, monitor progress
- Present information effectively, both orally and in writing
- Write and edit various materials
- Work in a fast-paced environment with demonstrated ability to prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate
- Work in a multicultural environment
- Ability to read, write, and speak English fluently
- Ability to work effectively on teams

Qualifications:

- Master's degree from an ALA-accredited program in library and information science with a concentration in archives administration, special collections or related discipline with formal coursework and experience in the care and management of historical photograph collections (a combination of education and professional experience may be substituted)
- Two years relevant professional experience in the management and development of photograph collections in an archive, library or museum.
- Two years' experience working with the public

Leadership Expectations

The incumbent is expected to model the following traits:

- Foster and maintain open communication and collaboration and actively engage in the exchange of ideas and maintaining constructive relationships
- Initiative and creativity in all aspects of the position
- Lead by example by maintaining a high standard of professional ethics and conduct at all times
- Treat everyone with dignity and respect at all times
- Support and uphold the policies and procedures of the AMA

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear. Must be able to see in order to examine and evaluate historic photographs. The employee is regularly required to stand; walk; and occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include color and close vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The work environment characteristics described here are typical of an office environment and representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.