

# PENLAND SCHOOL OF CRAFT

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## **Project Archivist**

The Jane Kessler Memorial Archives at Penland School of Craft (the archives) collects, preserves, and makes available the records of Penland School. The archives' collections track the evolution of Penland from its beginning during the Appalachian Craft Revival into the influential adult education center that it is today. The archives collects not only the administrative records of the school, but also holds manuscript collections, maps and architectural drawings, image and audio-visual collections, objects and artifacts, and selected print materials. The archives is the only permanent collecting entity at the school.

Under the supervision of the Archivist, the Project Archivist will manage a grant-supported project that focuses on preserving at-risk audio-visual materials through digitization. This will include planning and managing the digitization of those materials by others, the implementation of a digital asset management system (DAM) for the archives, and the transfer of digital media files to the DAM. All project materials will be catalogued into the archives' existing ArchivesSpace database and records will be linked with the DAM. Planning for sustainable solutions for the management and preservation of digital files, ensuring access to these resources, and documentation of the project itself, are critical components of this work.

Please see the full job description at <https://penland.org/about/jobs-internships/>. The funding for this project has been secured through a grant from the National Endowment for the Humanities (NEH) and the project archivist will be responsible for maintaining accurate records of project activities and outcomes that will be included in periodic reports to NEH.

### **JOB RESPONSIBILITIES:**

- In collaboration with the archivist, plans for the effective preservation, access, and security of the collections as a whole and specifically develops and implements policies and procedures for the digital collections
- Works with an external vendor to schedule and monitor digitization of 16mm film, and multiple formats of analog video and audio tapes
- Arranges for the disposition of the resulting digital files
- Conducts research and conveys findings by writing archival finding aids, project blogs, and Instagram posts
- Arranges and describes simple and complex archival collections comprised mainly of visual resources, in accordance with accepted professional standards
- Manages ingest, storage, and retrieval of digital assets; establishes protocols for downloading, renaming, backing up, rating, grouping, optimizing, maintaining and exporting digital media files
- Familiarity with metadata schemas specific to visual resources and media files
- Also consults with the school's IT Manager and Communications Manager to ensure open communications, systems compatibility, and to establish high standards that ensure the successful transfer and secure storage of all project materials

### **EDUCATION AND EXPERIENCE:**

- Required: Formal training and professional experience--in a museum, library or archives setting--with digital archives and digital preservation
- Preferred: Master's Degree or Master's level certificate in archives from an accredited program, with at least one year of professional experience directly related to the described responsibilities. Will consider applicant's with Bachelor's level training in museum studies, material culture, public history, digital collections, or related fields, with significant professional experience directly related to the described responsibilities

#### OTHER DESIRABLE QUALIFICATIONS:

- Background and interest in art/craft/design history, or material culture
- Demonstrated experience with digital visual resource collections
- Proficiency using ArchivesSpace or other collections management software
- Experience implementing DAMs and using digital curation tools
- Ability to work independently and as part of a small team
- Excellent organizational, writing, and communication skills
- Ability to bend, reach, and lift boxes or volumes weighing up to 40 lbs

#### **Physical Requirements**

While performing the duties of this job, the employee is regularly required to sit and to work at a computer. The employee is frequently required to use hands to finger, handle, or touch objects, tools, or controls and to talk fluently and to hear. The employee is frequently required to stand and to walk in areas of the campus with uneven terrain. The employee must occasionally lift and/or move objects weighing up to 25 pounds. Specific vision abilities required by this job include close vision.

#### **Compensation**

Compensation discussions are a part of the interviewing process. Employees at Penland enjoy competitive pay, engaging benefits and a unique work environment of creative inquiry. We have a variety of seasonal, part-time and full-time positions. Classes are offered in the spring, summer and fall with a short winter residency in January and February. For more information about Penland, please visit <http://penland.org/index.html>.

#### **To Apply**

***Penland School of Crafts believes that diversity and inclusion are essential to fulfilling its mission.***

We want to inspire and nurture the human spirit, and we value the perspectives and contributions of all people. We want the Penland experience to include varied ideas, world views, and personal characteristics. Penland is committed to being a community that welcomes and respects everyone regardless of age, ability, ethnicity, race, religion, philosophical or political beliefs, sexual orientation, gender identity or expression, nationality, geographic origin, and socioeconomic status. We are committed to providing an environment free of discrimination.

The position will remain open until filled, however the initial review of applications will consist of applications received by **September 20, 2019**. Send resume, 3 references and cover letter addressing relevant experience and interest in the position to Sally Loftis, Human Resources Manager, at [hrmanager@penland.org](mailto:hrmanager@penland.org).

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