

Position Title: Associate Archivist
Classification: Full-time, hourly
Supervisor: Collections & Archive Manager
Salary: \$19.50/hour, plus benefits, 37.5 hours/week
Term: 2 year grant-funded position; continuance contingent on funding

TITLE: Associate Archivist

POSITION PURPOSE/SUMMARY:

The Tomaquag Museum archive is home to a unique collection of cultural documentation representing the history and culture of tribal communities of Southern New England. The Associate Archivist will be entrusted with supporting the preservation and expansion of this valuable archival library.

Duties and Responsibilities

- Assists in furthering the mission of the Tomaquag Museum
- Create, implement, and uphold the policies and procedures of the Library and Archives
- Carries out day-to-day archival practices, policies, and procedures and the work of others regarding arrangement, description, preservation, and reference
- Assists the manager with collection of primary source documents and reference material
- Assists in developing grant proposals and works with administration and appropriate staff to complete grant-funded projects
- Selects and appraises archival materials offered to the Library and Archives
- Supervises the activities of interns and volunteers
- Provides training and recommends professional development opportunities to staff and public
- Represents the Library and Archives both in and outside the institution
- Represents the Library and Archives at relevant professional forums when appropriate, establishes and maintains liaison with other institutions
- Assist in purchasing and procurement of supplies
- Works with Museum staff to assemble exhibits for the public areas of the museum as needed
- Supports interdepartmental data collection, and recording
- Travels off-site and/or out of state when required
- Other Duties as assigned

The Tomaquag Museum is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.

Education and Experience

Master's degree in library science, archival studies, or related field from a program accredited by the American Library Association. A minimum of 3-5 (three to five) years of experience in archival collection administration, including accessioning, processing, and deaccessioning archival and library collections. Strong background in archival appraisal, arrangement, description, preservation and reference service. Experience working with various physical formats including paper, sound recordings, video material and photographs. In-depth knowledge of current metadata and archival standards including DACS, EAD and MARC 21 required. Experience using PastPerfect or other archival management software required. Knowledge of copyright, rights management and privacy law required. Ability to read and demonstrate basic oral, written, mathematical and manual skills. Ability to communicate and be articulate in Standard English. Supervisory experience preferred. Knowledge of Indigenous history and culture a plus.

Unique Expertise

- Expertise in best practices for archival principles and procedures.
- Outstanding team orientation, flexibility, and ability to work both independently and collaboratively.
- Outstanding verbal and written communication skills, organizational skills, and interpersonal skills.
- Strong background in professional organizations and continuing education in archives preferred.
- Detail-oriented with the ability to organize and prioritize tasks to meet deadlines and manage multiple projects concurrently.
- Computer literate in standard office management software; including Microsoft Office and Mac applications.
- Ability to interact with museum colleagues, archives colleagues, donors, public, academics, students, scholars, historians, and writers.
- Background checks are required prior to hire and annually.

Physical Qualifications

Ability to lift materials up to 30 lbs.

Submit Resumé, Cover letter, and three professional references to: ambelz@tomaquagmuseum.org
Subject: Hiring Committee

or mail to: Hiring Committee, Tomaquag Museum
390 A Summit Road Exeter, RI 02822
Apply by: Friday, September 29, 2023

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