



Name:	Department: Kentucky Historical Society
Job Title: Archivist	Class Title: KHS Archivist II-KHS
Reports to: Director of Historical Resources	Division: Museums - 10103020
Organizational Level: Collections	Position Number: 31161126
Hire Date:	Position Type: Full-time
Work Location: KY History Center & Museums	FLSA Status: Non-exempt

Job Summary:

The Archivist will work to fulfill the mission of the Kentucky Historical Society as well as to help their colleagues throughout the organization succeed. The Archivist serves on a collaborative team that acquires and cares for archival collections so that all KHS projects, programs, and activities elevate what we know about Kentucky history. The Archivist actively develops the KHS archival holdings by working with donors and communities and by engaging in contemporary and responsive collecting.

The Archivist is responsible for building, processing, and cataloging archival collections as well as promoting their use, so these strategic assets are accessible to internal, academic, educational, and general audiences. The Archivist is highly collaborative, often working in partnership with internal colleagues as well as supporting archival collecting organizations across the Commonwealth.

Essential Duties and Responsibilities:

- Manages the KHS Archival Collections
 - Processes, catalogs, and digitizes manuscript and graphic collections
 - Cares for Archival Collections
 - Supervises archival interns and volunteers
- Ensures that Archival Collections support the overall KHS mission and individual programs
 - Serves on special projects and work teams
 - Actively works to collect materials in support of KHS's mission
 - Cultivate relationships with donors that will benefit KHS and other historical organizations
- Provides collections information and expertise to internal and external audiences.
 - Researches and understands collections and their place in Kentucky history and material culture
 - Answers research inquiries and requests from the public
 - Supports KHS exhibition and educational programming
 - Supports KHS outreach efforts of all kinds

Qualifications:

Education/Experience – Master’s degree in Library Science, Archival Administration, History, American Studies, or in a Humanities or Social Science field. Two (2) years of experience working with special collections in a library or archival setting.

Communication – Excellent skills required. Demonstrated ability in public speaking, writing, and effective communication with staff, volunteers, and outside vendors.

Computer Skills – Word processing, email use, and proficiency using content management systems



Position Description

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(e.g. Drupal, WordPress, etc.) and collections management systems such as PastPerfect, OCLC, ContentDM, et cetera.

Special Requirements – Knowledge of Kentucky history preferred. Knowledge of archival cataloging practices. Experience working with diverse community organizations and with volunteers. Adherence to professional codes of ethics and involvement in museum organizations.

Working Conditions:

Work Environment - Ability to organize projects and complete them in a timely manner. Must be able to manage multiple projects from concept to completion. Must be willing to work some evenings, weekends, and occasionally travel.

Physical Demands – Must be able to lift materials of up to 50 lbs. Must be able to sit or stand for long periods.

Direct Reports:

None

Competencies/Behavior Dimensions:

- **Passion for Kentucky history:** Passion for the KHS mission and core values: service, discovery, excellence, authenticity, and stewardship. Possess the ability to communicate this passion to others.
- **Service Focus:** We value our role in serving the public and work to ensure those services are exemplary.
- **Discovery:** We value dialogue, discussion, education, and scholarship. We value an organizational culture of discovery that inspires, engages, and motivates learners of all ages.
- **Excellence:** We value continuous improvement with the goal of excellence. To that end, we place a high value on adhering to and shaping professional standards.
- **Authenticity:** We value integrity, legitimacy, and the power of the authentic. We, therefore, value research, collections, and programs backed by fact.
- **Stewardship:** We understand that stewardship is all about what you do with your resources and how you do it. As a result, we value the proper stewardship of Kentucky's historical assets, of KHS financial and human resources, and of the KHS mission.
- **Be inclusive:** Give opportunity to the history of all people. Encourage them to share their history and make it broadly accessible
- **Be Innovative:** Create new ways to ignite the public's curiosity about history. Maximize the latest appropriate resources to implement them.
- **Be Bold:** Don't be afraid to address controversial issues. Don't be afraid to take risks to accomplish organizational goals.
- **Be Relevant:** Identify the issues that matter today. Demonstrate how history can play a key role in their resolution.
- **Embrace Diversity:** Commitment to inclusiveness and empowerment. Demonstrates respect, equity, and empathy for a diverse community.
- **Professional Development:** Actively participate in agency-approved internal and external professional development events, as needed or directed by the supervisor.