



## CHARLES SUMNER SCHOOL

Museum & Archives

### **Processing Archivist** **Part Time Position (20 Hours Per Week)**

**Charles Sumner School Museum and Archives (Sumner Museum)** is the official Museum and Repository dedicated to preserving the history of DC Public Education since 1805. The Museum and Archives was founded in 1986 and is housed in a historic African American school building that is over 150 years old.

Sumner Museum is hiring a Part-Time Processing Archivist as part of a one-year grant project. Friends of Sumner School Museum and Archives 501c3 Organization was awarded a subgrant from the Black Teacher Archive to process unprocessed and inaccessible collections pertaining to the history, legacy and contributions of Black educators in Washington, DC Public Schools.

The Processing Archivist will be responsible for arranging, describing, preserving, and improving access to pertinent records and manuscripts at Sumner Museum and Archives. The Processing Archivist will primarily help with physical collections, although familiarity with basic digital recordkeeping is desirable. The goal is to process over 30% of backlog materials and make these materials accessible to the public. The Processing Archivist reports to the Museum Director.

Sumner Museum's regular working hours are Monday-Friday, 9 a.m. – 5 p.m. The work will be completed on site at the Museum at 1201 17<sup>th</sup> Street NW in Washington, DC.

#### **Responsibilities:**

- Arranges and describes archival collections, as directed by the Museum Director.
- Uses Archival best practices to reduce Sumner Museum's archival backlog.
- Performs basic preservation or conservation on archival materials and flag and document immediate issues.
- Writes DACS-compliant finding aids using ArchivesSpace.
- Creates rich metadata for collections to aid in their discovery.
  - Identify materials that meet criteria for digitization.
- Supervises volunteers and/or interns.
- Other duties as assigned.

**Info.SumnerSchool@dc.gov**  
**202-730-0478**



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WHERE THE HISTORY  
OF DC PUBLIC  
EDUCATION LIVES  
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**@SumnerMuseum**

**1201 17th Street NW Washington, DC 20036**

**Qualifications:**

- Experience in an Archives or Library. Master's degree in Library & Information Sciences, Museum Studies, or a related-field preferred.
- Be able to lift 50 pounds.
- Interest in Black Education history preferred, although not required.
- Experience using ArchivesSpace or similar archival management software.
- Knowledge of metadata schemas including Dublin Core and Encoded Archival Description (EAD).
- Experience with basic archival principles such as provenance and original order.
- Must be proficient in Microsoft Office suite (MS Word and MS Excel) and Adobe Acrobat.
- Must have strong interpersonal communication skills.
- Works in a timely and efficient manner.

**Benefits:**

- This is a part-time work for hire contract position with Hourly pay of \$40 per hour at 20 hours per week.

**To apply:**

- Email resume/CV and cover letter to: [friendsofsumner1872@gmail.com](mailto:friendsofsumner1872@gmail.com). In the Subject please include the following text: Processing Archivist Application-Last name, First Name
- Application Deadline is July 10, 2025.

