

VIRGINIA MUSEUM OF HISTORY & CULTURE

Position Description

Updated June 16, 2025

Title:	Processing/Digital Archivist
Division:	Collections, Exhibitions & Research
Reports to:	Manager of Library Cataloging
Position Status:	Full-time; Exempt
Salary Range:	\$40,000 - \$45,000/year

Position summary:

The Processing/Digital Archivist supports the documentation and discovery of VMHC's manuscript collections through the processing of materials and the creation of catalog records, digital content and metadata, and other descriptive data. Under the guidance of the Senior Conservator, this position also performs basic preservation measures on the manuscript collections including rehousing and encapsulation.

Duties & Responsibilities:

- Create descriptive catalog records for VMHC's online catalog using MARC21, LCSH, DACS and other standards
- Create finding aids for manuscript collections
- Arrange, describe, and conduct basic preservation (rehousing, encapsulation, etc.) of assigned collections
- Oversee work of contract personnel, interns and volunteers on manuscript collections processing projects
- Assist library staff with reference services and library programming
- Participate in projects and outreach to promote access to and enhance the knowledge base for the published collections and other VMHC resources
- Lead and serve on cross-functional teams and committees

Knowledge, Skills & Abilities Necessary:

- Knowledge of United States and Virginia history
- Ability to read difficult handwriting and interpret historical context of documents
- Ability to master national standards (MARC21, DACS) and local archival practices concerning arrangement and description
- Knowledge of preservation practices for manuscript materials
- Ability to use office-related computer programs (word processing, database management systems, spreadsheets, e-mail) and equipment (printers, photocopiers, scanners, etc.)
- Ability to lift boxes and various objects up to 40 pounds
- Ability to learn use of digital camera and software
- Excellent interpersonal and communication skills with staff, volunteers, researchers, and donors

Education & Experience Requirements:

- Master's degree in a relevant field such as history, library science, museum studies, or equivalent work experience required
- Familiarity with basic computer programs (word processing, database management, spreadsheets, e-mail, etc.) and web-based search engines, and current social media applications
- Experience with archival arrangement and description
- Experience with digital imaging and description

Application:

If interested in this job opportunity, please apply and upload your cover letter and resume to https://virginiahistory.isolvedhire.com/jobsearch/?job_board_classification=Job_Opportunities.

The Virginia Museum of History & Culture is owned and operated by the Virginia Historical Society — a private, non-profit organization established in 1831. The historical society is the oldest cultural organization in Virginia, and one of the oldest and most distinguished history organizations in the nation. For use in its state history museum and its renowned research library, the historical society cares for a collection of nearly nine million items representing the ever-evolving story of Virginia.

The Virginia Historical Society is an Equal Opportunity Employer.