



MUSEUM of NORTHERN ARIZONA

Title: Archivist and Institutional Records Manager

Department: Collections

Status: Full Time, Exempt, Salary

Supervisor: Collections Director

Position Description:

The Archivist is responsible for the access to, professional care, daily management, and maintenance of the Museum's archives including its organization, preservation, and storage, and serves as the Institutional Records Manager. The Archivist refines, implements, and upholds archival policies and procedures with regard to processing, documenting and accessing archival collections. Until a Librarian is hired, serves Librarian role including aiding library patrons. As part of the team, supports Collections Departmental efforts.

Major Tasks:

- Supervises and trains archives assistants, interns, students and volunteers.
- Coordinates and facilitates archives access requests by staff, researchers, research associates, and the public, as well as responding to archives information inquiries and requests.
 - Responsible for researching and responding to copyright and ownership issues.
 - Responsible for providing scans of images and documents as needed using appropriate digital and metadata standards.
 - Coordinates and facilitates archives use in public programs.
 - Coordinates loans with Registrar.
- Responsible for archival maintenance.
 - Evaluates and coordinates the re-housing and stabilization of archives.
 - Ensures compliance with government regulations related to archives.
 - Ensures accurate and up-to-date inventories and reconciliation of archives and records, including spot check inventories.
 - Responsible for the appraisal, arrangement, and description of archival collections according to recognized archives standards (DACS, EAD, Dublin Core)
 - Maintains records of and prioritizes processing backlog.
 - Oversees housekeeping and IPM related activities, as pertains to archives.
 - Purchases archival supplies.
 - Coordinates the move of archives into new or improved storage conditions.
- Manages archival policies and procedures
 - Advises the Department in the creation, development, and implementation of collections management policies; archives procedures; procedures manual; departmental goals and preservation planning.
 - Implements and refines the museum's records retention program in accordance with local, state and federal law.
 - Conduct training for staff regarding records management and transfer of relevant records to the permanent institutional archives

- Implement current procedures and develop new procedures for archival collections taking into account previous organizational and cataloging systems
 - Ensures current museum archives handling procedures are recorded and enforced.
- Works with Collections Director in preparation of proposals, reports, and other associated documents.
- Responsible for implementation of Archives grant awards.
- Provides public tours and assists with other programs.
- Assists with maintaining department's webpages, as well as verifying legal photo usage on website.
- Fills in on all related tasks for Library, until other staffing resolution is achieved for the Library.
- Acts as an enthusiastic advocate and personal representative for the Museum in the community by promoting its resources, programs and services.
- Other duties as needed.

Education and Experience Requirements:

- M.A. or M.L.I.S. in Archives, Library Science, Museum Studies, or related field with formal training in archives management and preservation or commensurate experience.
- Three years of Archives experience required, preferably in a museum setting.
- Experience and training in records management.
- Experience with professional archives management software and environmental monitoring applications.
- Supervisory experience.

Abilities, Skills, and Knowledge:

- Knowledge of archives preservation requirements, storage needs, and registration procedures for archives.
- Up-to-date knowledge of professional standards and trends.
- Familiar with governmental regulations and legal requirements related to archives and experience in compliance with same.
- Familiarity with records produced by natural science, cultural and fine arts sources.
- Awareness of tribal cultural sensitivity issues.
- Ability to maintain confidentiality in all professional matters.
- Demonstrated ability to communicate, orally and in writing, with staff, trustees, vendors and others.
- Good organizational skills and attention to detail.
- Familiarity with Microsoft Office suite or other similar products.
- Ability to work independently, as well as part of a team.
- Must be able to sit, stoop, stand for extended periods of time, lift heavy containers (50 lbs) and handle fragile items
- Visual acuity and ability to work at computer for extended period of time.

Working Conditions: Generally works indoors. Occasional weekend and evening work.

Other Requirements

- Occasional travel.

How to apply:

Please submit a cover letter, resume, three professional references, and an application cover form to employment@musnaz.org **no later than 5:00 pm on Friday, August 19th.**

Email is the preferred method of application submission. If you are not able to submit your application via email, please call Kori Alderette at 928-774-5211, Ext. 203 to receive additional instructions for application submission.