

IMLS (Institute of Museum and Library Services) Processing Archivist at the Sharon Historical Society & Museum.

The Sharon Historical Society & Museum is currently seeking candidates for a two-year term Processing Archivist position. The anticipated start date is **November 1, 2021**.

A background in Collections Management or Archival Studies is preferred. Past experience working with photographic materials, preferably twentieth-century materials, is required.

The primary responsibilities of the Processing Archivist will include detailed processing of one large mixed-media archival collection, as well as arrangement and description, archival preservation, and preparation of DACS compliant EAD encoded finding aids. This is a unique opportunity to gain archival experience in a welcoming historic museum setting.

Qualifications

- 2-3 years of hands-on archival processing experience; select graduate internships or part-time work may be credited towards this experience.
- Demonstrated knowledge of archives and records management theory and practice, including experience processing archival materials.
- Knowledge of relevant standards for archival description, including DACS (Describing Archives: A Content Standard) and EAD (Encoded Archival Description), and familiarity with other related metadata standards.
- Excellent organizational skills and ability to plan, coordinate, and implement complex projects.
- Ability to work both independently and collaboratively in a production-oriented, team environment.
- Master's degree in Library & Information Science with a concentration in Archives Management preferred.
- Must be able to lift 40 pounds or more.

This position is funded by the IMLS for two years. The rate of pay is \$20 per hour. The ideal candidate will be able to work a total of 24 hours per week between 9am and 5pm, Tuesday – Friday or 10am and 2pm, Saturday for the duration of the project.

Please email a resume and cover letter to director@sharonhist.org.

About the Museum:

Located in Sharon, Connecticut, The Sharon Historical Society & Museum is an inclusive collaborator that inspires community involvement in all aspects of its work. The museum is a caring steward of historical collections that engage broad audiences with authentic objects and the stories they tell, a center for community life and learning that fuels civic pride and citizenship, and an institution committed to expanding public access to information through the creative use of technology.

The Sharon Historical Society & Museum's mission is to collect, preserve, and share Sharon's stories.