Purpose:
With the opportunity to acquire a large and important photographic collection the McCall Library is seeking a temporary archivist to assist with the cleaning, processing and describing of this collection as well as others in our processing backlog. The Archivist, in consultation with the director of the McCall Library, secures, arranges, and describes papers, manuscripts, rare books, university records, photographs, and digital program material to preserve and make them accessible to patrons in person and by electronic means.

Essential job functions:
This position is primarily responsible for advancing the goals of arrangement and description of collection material and the creation of tools for access such as indexes, finding aids, and libguides. In addition, the Archivist trains and supervises student workers to assist in this work.

Managing Collection Materials
1. Accession, process, organize and describe physical and digital collection material according to archival standards. Create access tools for collections such as Finding Aids and inventories in accordance with archival standards. Review Finding Aids created by other staff and student assistants for quality control. Ensure accessibility of Finding Aids -- published through McCall Library website, SOUTHCAT, and JagWorks.
2. Assist in identifying campus publications for inclusion in McCall Library collections and the JagWorks Digital Commons institutional repository. Assist in the development of efficient workflows for processing digital materials for access through Digital Commons.
3. Utilize collection management software (PastPerfect, Excel) to maintain collection records.
4. Maintain inventory shelf list and relocate collection materials as needed for efficient space management.
5. Rehouse collection material appropriately to promote preservation.
6. Assist with preservation of materials, such as cleaning and minor repair of documents in consultation with the director.
7. Digitize collection material applying archival standards to image capture and description.
8. Employ photo editing software to optimize image quality.
9. Create and record standards based file metadata.
10. Monitor environmental conditions in stacks that may be detrimental to collection material. Keep collection areas clean.
Other duties and responsibilities:

- Prepare or assist in preparation of physical and digital exhibits and special programming to engage campus and community members.
- Prepare or assist in preparation of grants.
- Other special projects as assigned.

Required Qualifications

- A Master’s degree in history or library science with training in archival studies, plus a minimum of two years of archives or library experience.
- Familiarity with archival principles of arrangement and description.
- Familiarity with DACS, EAD, MODS, Dublin Core, and MARC and other relevant descriptive and encoding standards.
- Experience or training in management and preservation of digital and photographic assets.
- Demonstrated excellent verbal and written communication skills and public service orientation required.
- Ability to prioritize and work with minimum supervision.

Equipment and tools:

Computer usage 70%. Digital Commons, PastPerfect Museum Software, Photoshop, Excel, Word, flat bed scanner, Copibook overhead scanner, photographic printer, Audacity, Access Database.

Ability to wear protective gear, including respirators, as needed for work with collections.

Supervises 1-4 student assistants.