

Manuscripts Archivist

Summary:

The Manuscripts Archivist leads the Library's efforts to collect, provide access to, and preserve a world-class collection of personal papers documenting the work of glass artists, collectors, and researchers. In conjunction with the Associate Librarian, Special Collections, the Manuscripts Archivist implements user-focused access policies, descriptive practices, and strategies for managing born-digital manuscript materials.

Responsibilities:

- Develops, maintains, and promotes a growing collection of manuscript materials (physical and digital) created by glass artists, collectors, and researchers.
- With the Collections Steering Committee, acquires relevant manuscript materials through gift and purchase.
- Cultivates relationships and maintains contact with past and potential donors of personal papers.
- Accessions, arranges, and describes manuscript collections in collaboration with the Collections Management Team and the Associate Librarian, Special Collections.
- Provides leadership in collecting, preserving, and providing access to born-digital manuscript materials.
- Contributes to the development of policies and procedures for the arrangement, description, preservation, and use of special collections materials.
- With the Outreach Librarian, promotes the use of manuscript materials among Museum staff, visitors, and the general public.
- Oversees volunteers and interns assigned to manuscript processing projects.
- Participates in the Library's reference, instruction, and outreach programs.
- Serves on Library, Museum, interpretive, and professional committees as appropriate.

Qualifications:

- ALA accredited Master's degree, with coursework in archives management.
- Experience in providing public services and/or working with manuscript donors in a special collections environment.
- Experience implementing best practices and standards in archival arrangement and description, including DACS, EAD, and EAC-CPF.
- Experience with archival content management systems, such as Archivists' Toolkit, ArchivesSpace, Archon, or AtoM.
- Demonstrated knowledge of best practices in the appraisal, acquisition, description, preservation, and delivery of born-digital archival and manuscript materials.

- Demonstrated ability to work independently and as part of a team.
- Demonstrated ability to innovate and adapt to change.
- Strong communication skills, including the ability to represent the Museum in a professional manner.
- Excellent organizational and time management skills.
- Involvement in or ability to become involved in regional and/or national professional associations.
- Ability to lift up to 25 lbs.
- Ability to work evenings and/or weekends as required.
- Ability to travel as necessary.