

Project Archivist

Department: Registrar

Budget Cost Center: Registrar

Reports to: Registrar

Classification: Exempt

Job Type: Professional

JOB DESCRIPTION

The Studio Museum in Harlem is the nexus for artists of African descent locally, nationally, and internationally and for work that has been inspired and influenced by black culture. It is a site for the dynamic exchange of ideas about art and society. The Studio Museum has earned a reputation as a leader in the contemporary arts arena and is internationally known for its catalytic role in promoting the work of artists of African descent.

Reporting to the Studio Museum's Registrar and working in close collaboration with the Lead Consulting Archivist, the Project Archivist will coordinate the processing of The Studio Museum in Harlem's estimated 850 cubic feet of institutional records and create an Encoded Archival Description (EAD) finding aid. The Project Archivist will work in consultation with the Consulting Archivist to define and follow processing standards and plans, create standardized descriptions, and ensure consistency and quality for the overall project.

RESPONSIBILITIES

- Coordinate the appraisal, arrangement, and description of a large, complex, multi-format manuscript collection
- Manage and create descriptive and structural metadata following archival metadata standards
- Work closely with the Archives Fellow(s), who will assist the Project Archivist in a project related capacity
- Collaborate with Registrar (and relevant departments) to define and develop the archive's role in all database and digital asset management systems
- Evaluate needs and participate in the selection process of new digital asset management system
- Participate in the evolving role of the current collection management system, The Museum System
- Respond to reference requests from Studio Museum staff
- Supervise Archives Intern(s)

QUALIFICATIONS

- MLS or MLIS, or MA in Art History/Museum Studies with archives certification
- At least two consecutive years of post-MLS/MLIS experience processing large-scale collections and managing work flow and related timelines and budgets
- Familiarity with different DAMS and/or similar type Digital Asset Management Software
- Demonstrated knowledge working with collections of contemporary art
- Previous supervisory experience and project management skills
- Established understanding and knowledge of the principles of archival appraisal, survey, arrangement, description and preservation
- Direct experience with processing collections and creating EAD finding aids
- Consistent accuracy and attention to detail with a high level of productivity
- Expertise in the use of a broad range of information systems, services and databases relevant to archives and special collections
- Effective written and oral communication and interpersonal skills
- Familiarity with digitization initiatives
- Team orientated individual, with a focus on flexibility, versatility, and an ability to work both independently and collaboratively
- Must be able to lift up to 40 pounds, climb a ladder, stoop and reach in a variety of physical locations

To apply: Please email cover letter and resume in one PDF to job.project.archivist@studiomuseum.org.

Please place "Project Archivist" in the subject line.

The Studio Museum in Harlem is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, gender identification, national origin, creed, disability, marital status, sexual orientation or political affiliation.