

**Document:** Standard Minimum Guideline for Recruiting a Diocesan Archivist  
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### **Job Description for Diocesan Archivist**

The Archivist serves as the custodian of diocesan and other institutional records vital to the Church's mission and operation. The Archivist supports the goals of the Diocese by managing the permanent records in compliance with legal requirements, historical use, and standard professional practice. The Archivist works with diocesan counsel and other administrators to establish standard retention practices for the management of temporary and permanent records. As a member of the diocesan staff, the Archivist assists congregations in finding appropriate solutions for keeping their archives and carrying out records management.

#### **Duties and Responsibilities:**

1. Administer and oversee the daily operation of the archives program, including preparing budgets, purchasing appropriate equipment and supplies, training volunteers, educating diocesan staff, reporting annually to Convention, monitoring space and environmental conditions, and formulating program plans to support diocesan priorities.
2. Provide primary research assistance to diocesan staff, Church leadership, congregations, ministries, and institutions; and also assist individual researchers and the general public as time allows.
3. Develop archives policies and procedures aimed at identifying, securing and accessing diocesan archives and records; creating and implementing approved diocesan retention policies and practices for contemporary diocesan records.
4. Propose and manage policies and best practices for securing internal communication, personal privacy, and confidential records in accordance with ethical and legal requirements.
5. Implement standard archival practices to receive, appraise, arrange, describe, and preserve archival materials.
6. Create standard indexes, catalogs, inventories, and other finding aids as appropriate to make the holdings accessible and retrievable.
7. Communicate the work of the archives and provide assistance to congregations, ministries, and institutions of the diocese through consultations, workshops, publications, presentations, exhibits, etc.
8. Work with diocesan technology staff to apply archival policies and legal retention practices to electronic records.

#### **Recruitment Standards** (*minimum qualifications*):

1. Advanced degree in an area of information science, public history, social sciences, or related fields.
2. At least 6 credit hours of relevant training or course work in archives management.
3. Six months work history in an area of archives, library or other cultural resource management.
4. Knowledge of generally accepted archives and records management practices.
5. Familiarity with The Episcopal Church is desirable.

6. Candidate should be knowledgeable about current issues relating to confidentiality and privacy in an institutional setting and should have knowledge of systems and best practices for securing authorized access to data.
7. Strong written and oral communications skills are required; candidate should be a welcoming, helpful resource.
8. Must have working knowledge of the use of databases and standard software applications; general computer skills are required.

*Note: A rich text version is available for local editing by sending a request to the contact address: [archives@episcopalarchives.org](mailto:archives@episcopalarchives.org)*