



The Archives of the Episcopal Church
Special Project Archivist Position Description
Immediate Availability

Summary Description:

The Special Project Archivist is a contracted staff position that assists the curatorial staff in the development of holdings management systems for organizational records and special collections of an institutional archives. The position has been created to begin the coordination of two important projects: implementation of a standard ArchivesSpace cataloging system, and planning for a possible relocation of holdings to a new site.

The position will include responsibilities related to these two primary program goals. These include evaluating and recommending approaches to materials management, metadata creation, and documentation of internal procedures, inventory controls, digitization applications, and access and preservation of analog and electronic data. This archivist will collaborate with other curatorial staff to create, manage, deliver, and preserve digital archival records and enhance discovery tools.

Areas of Responsibility:

- **Inventory and Catalog Management.** Proficiency in creating industry standard inventory systems, databases, and other electronic tools for developing tiered descriptive resources (guides, finding aids, series inventories, file indexes, etc.). Understands XML schema and metadata development, cataloging, and subject indexing techniques.
- **Bibliographic Classification.** Creates, validates, and maintains macro-level holdings documentation, including classification and notational schemes, record group designations, special collections management of personal papers and artificial research collection controls.
- **Descriptive Standards.** Promotes integration of electronic data exchange standards for descriptive encoding including, the Dublin-Core requirements, EAD format, and RAD descriptive standards. Stays current with evolving descriptive conventions. Frames internal standards for mission-critical applications that support the priority user communities of the Church.
- **Appraisal.** Works with other curatorial staff to conduct analysis at both the holdings and *fonds* level of archival analysis for accessioning and processing tasks, with emphasis on documentation of all appraisal decisions for permanent retention.
- **Archival Processing.** Develops and applies local standards and procedures for survey, arrangement, and description of holdings by applying generally accepted archival standards.
- **Holdings Management.** Assists the Director and other project staff in planning the possible relocation and consolidation of all archival collections from multiple sites to a central location, including the conversion of locator systems, automated tracking, secure transport, audit controls, storage efficiencies for use and cost control, equipment evaluation, and oversight of support staff.

- **Retrieval and Inventory Management.** Plans and implements locator systems and practices that allow efficient physical retrieval of documentation in electronic and paper formats. Oversees space utilization to maximize efficiencies; implements bona fide systems for remote storage of archival holdings.
- **Facilities-Inventory Management.** Assists Director in the planning and maintenance of Archives facilities and space. Conducts regular holdings audits and reports on physical space needs and concerns. Oversees remote records transfers.
- **Digital Holdings Management.** Oversees ingest of electronic archival records. Collaboratively develops digital surrogate resources for electronic capture and preservation of and access to permanent electronic objects.
- **Metadata Development.** Collaboratively develops internal metadata for Web-based applications and information resources. Assists in developing data dictionaries, XML DTD specifications, and controlled vocabularies for archival encoding of descriptive data, including development of metadata tags for enhanced online retrieval of official documents, text and graphics.
- **Information Security.** Implements measures for diligent protection of institutional communication privacy, protection of privacy rights of individuals, reduction of organizational risk exposure in areas of unauthorized information access. Works with other staff to support critical back-up operations for all archival data.
- **Program Management Accountability.** Works with staff to develop appropriate metrics for purposes of evaluation and planning. Meets regularly with Director of Archives for strategic program planning and evaluation. Provides timely reports on all aspects of archives management, including access, processing, systems integrity, security, storage, and other areas of assignment.
- **Staff and Resources.** Oversees support staff and identifies resources and procedures for archival arrangement and description of archival holdings, including appropriate use of temporary labor, quality control standards, corporate policy compliance, handling and preservation requirements, technology, space, supplies, and equipment.

Qualifications and Requirements

Advanced degree in archives administration or information studies or history with a concentration in archives management and a minimum of two years demonstrated experience in a supervisory or management role in an archival program. Knowledge of current data standards and open source applications required; demonstrated experience with archival processing and descriptive standards. Excellent oral and written communication skills are a must. The special project archivist will work collaboratively within a team environment where success will be dependent on a highly developed set of interpersonal skills. Ability to lift boxes weighing up to 45 pounds.

Work Environment

The Archives operates in an organizational setting and its work is based in institutional research support and historical documentation. The staff is committed to a service ethic that responds to several stakeholders: the corporate officers and agents, a nation-wide Church leadership, general Church members, and the public. Archives employees place a high value on collegiality, interdependence, and mutual support for a stimulating, dynamic, and interesting workplace community. This position is available in the Research Office of The Archives of the Episcopal Church in Austin, Texas.

Compensation and Application

The position is open as of the posting date. The Special Project Archivist reports to the Director of Archives. As a contracted staff person, the successful applicant will be required to work an average of 37.5 hours per week. Hourly compensation and benefits are negotiable but competitive in a robust labor market. Minimum of six month commitment required; contract renewable upon mutual satisfaction and consideration for full time curatorial hire.