

If you would like to apply, please email cover letter and resume to: careers@gatesarchive.com

Job Title: Assistant Archivist
Reports to: Assistant Director
FLSA Status: Hourly / Non-Exempt

Summary: The Gates Archive is seeking an Assistant Archivist to join a dynamic organization. Our environment is results-driven – requiring creativity, collaboration and exceptional communication skills. The selected candidate will join a new archive being created from the ground up, with careful attention to best practices and innovative approaches to the active management, transfer and preservation of paper and digital records.

This position requires relocation to the Pacific Northwest, and entails a rigorous background and security check.

Responsibilities:

- Work closely with and under the direction of lead archivists to:
 - Interact and collaborate with donors regarding acquisition of archival materials
 - Arrange and describe archival materials
 - Refine and implement workflows for the acquisition, processing and access of born-digital materials
 - Maintain statistics, reports, and other metrics to improve collection management functions
 - Fulfill other organizational duties as required

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty with a high degree of accuracy. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Required Skills

- A demonstrated command of modern archival theory, standards, and practices and their implementation. This knowledge includes an understanding of appraisal methods, arrangement and description, preservation, and access (physical/digital)
- Understanding of and ability to apply controlled vocabularies, and descriptive standards, (e.g. DACS, EAD, and AAT)
- Knowledge of information technologies appropriate to special collections and archives, and familiarity with database management, word processing, spreadsheet software, and web-based applications and technologies used in an archives environment
- Demonstrated ability to work collaboratively and productively in a rapidly changing environment
- Proven ability to prioritize work and meet multiple deadlines
- Strong organizational and interpersonal communication skills
- Demonstrated ability to communicate effectively, both verbally and in writing

Preferred Skills

- Demonstrated experience creating online finding aids
- Demonstrated experience planning and managing processing projects
- Experience processing images and audio visual materials
- Familiarity with a variety of metadata standards (e.g. METS, MODS, and PREMIS)
- Experience handling digital media and born-digital files in archival collections
- Experience with the implementation of digital repository systems
- Experience performing basic preservation techniques to archival materials (e.g. document flattening, fastener removal, rehousing, humidification, etc.)
- Experience with digitization of archival materials
- Experience interpreting and applying restrictions for access to and/or use of archival materials

Computer skills

- MS Office
- MS SharePoint (SP 2010 preferred)
- Experience using archive collection management systems
- Experience using database software and Internet search engines

Language Ability:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to speak effectively before groups of customers or employees of organization

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form

Education/experience/certifications

- A Master's Degree of Archival Studies, or Library & Information Science (ALA accredited), or equivalent combination of education and experience, with a concentration or certification in archival studies
- Relevant work experience in an archives

Working Conditions:

- Regularly required to sit, use hands and fingers to handle or touch/sense, talk and hear
- Regularly required to lift and/or move up to 10 pounds; 15-20 pounds on an occasional basis
- Occasionally required to stand; walk; climb or balance; reach with hands and arms
- Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus
- While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions, wet or humid conditions (non-weather), work near moving mechanical parts, and risk of electrical shock
- The noise level in the work environment is usually quiet
- Travel estimated to be <5%

Abilities & Behaviors: To perform the job successfully, an individual should demonstrate the following:

- **Teamwork** – collaborates and communicates within and across teams, enabling workflow and positive partnerships
- **Personal Accountability** – drives toward results while taking personal responsibility for their actions and professional interactions
- **Continuous Improvement** – develops strategies for continuous improvement and protects against avoidable mistakes
- **Ethics & Integrity** - Treats others with respect and consideration regardless of status or position; Approaches situations with diplomacy, tact and discretion; Inspires the trust of others; Reacts well under pressure
- **Judgment** - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions
- **Communication** - Demonstrates clear and persuasive verbal and written communication skills; Able to receive/listen, understand, clarify, and respond appropriately to situations; Varies style to meet needs
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events
- **Diversity** - Shows respect and sensitivity for cultural differences
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly
- **Fiscal Responsibility** - Works within approved budget; Conserves organizational resources.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time

Each employee makes a significant contribution to the success of an organization. That contribution is not limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified or assigned. It is expected that each employee will offer his/her services wherever and whenever necessary to ensure overall success.