

Job Title: Manager, Archive Solutions
Contact: careers@gatesarchive.com

Summary:

The Gates Archive is the trusted custodian of the philanthropic and personal archival collections of the Gates Family. The selected candidate will join a dynamic and results-driven organization – one which values creativity, collaboration, and innovative thinking.

The Manager of Archive Solutions will report to the Director of Gates Archive, and will be responsible for the development and execution of business and technology solutions to effectively fulfill the organization’s mission.

A successful candidate for this position will be able to work independently and under direction, demonstrating comfort with ambiguity, exceptional communication skills and ability to execute while maintaining a positive and collaborative approach.

Responsibilities:

The Archive Solutions Manager works closely with and under the guidance of the Director to:

- Provide dynamic and strategic leadership across the archive in order to deliver business and technical solutions that enable the archive to fulfill its mission and goals
- Plan, develop, and execute short and long-range strategies for all aspects of the archive’s solution environment: process workflows, hardware, software, digitization, strategic planning, assessment, and program management
- Supervise the Solutions team to ensure quality delivery of services and collaboration - including goal-setting, performance management, professional development, etc.
- Develop and manage a comprehensive Solutions operating budget
- Proactively support the ongoing research, evaluation, and recommendation of archival tools
- Foster an environment for the entire archive team to experiment and innovate on new services and tools
- Sustain and enhance connections between archivists, technologists, and project teams
- Develop and successfully manage vendor relationships
- Actively participate in activities to promote and advance the profession
- 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

- Demonstrated expertise defining, planning, executing, and managing technology initiatives
- Demonstrated ability to lead a team of technology and archive or library professionals to effectively implement technology solutions
- Demonstrated knowledge of server and storage architectures
- Proven ability to develop one and five-year budget plans and effectively manage financial forecast vs actual
- Demonstrated ability to work collaboratively and productively in a rapidly changing environment
- Proven ability to prioritize work, meet multiple deadlines, and deliver focused decision-making
- Strong organizational, managerial, and interpersonal communication skills
- Demonstrated ability to communicate effectively, both verbally and in writing
- Demonstrated knowledge of and ability to identify emerging trends in archive or library technology solutions

Preferred Skills

- Demonstrated command of modern archival theory, standards, and practices and their implementation (appraisal methods, arrangement and description, cataloging, preservation, and access)
- Familiarity with a variety of metadata standards (e.g. Dublin Core, METS, MODS, and PREMIS)
- Experience handling digital media and born-digital files in archival collections
- Experience with the implementation of digital repository systems
- Experience leading digital programs including digitization, DAMS management, and related delivery systems
- 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 standards based cataloging 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 donors 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 History, or Library & Information Science (ALA accredited), or other relevant advanced degree
- Minimum five years relevant work experience in a cultural heritage environment leading technology or digital library projects

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.