

Washington State Jewish Historical Society (WSJHS)
Part-Time Archivist

Reporting to the Chair of the Archives Committee of the Washington State Jewish Historical Society (WSJHS) and working with librarians and staff of the University of Washington Libraries Special Collections, the Archivist manages the Washington State Jewish Archives (WSJA). The Archivist appraises, collects, arranges and describes archival materials that document the Jewish experience in Washington State.

Hours: Approximately 12 hours a week as an independent contractor. Possible additional hours contingent on funding.

Compensation: \$25.00 per hour.

Background

The Washington State Jewish Historical Society (WSJHS), jointly with the University of Washington (UW) Libraries' Special Collections collect, preserve and provide public access to archival materials relating to the Jewish experience in Washington State. Founded in the 1960s, the WSJA, housed at the Libraries UW Seattle campus, consist of organizational records and personal papers, memoirs, correspondence, photographs and more than 400 taped and transcribed oral interviews with members of Jewish communities throughout the state. The Archivist has workspace in the Special Collections staff offices.

Responsibilities

Serve as the resource for the Washington State Jewish Archives Committee and participate in its meetings.
Provide research and administrative support to the Washington State Jewish Historical Society projects.
With the Committee, develop collections relevant to the Jewish experience in Washington State.
Develop and maintain relationships with current and potential donors of archival materials for the collection, appraise potential donations and acquire new materials.
Oversee and implement arrangement and description of the collections, prioritizing processing needs.
Collaborate with Special Collections staff to improve access to the collection through online catalogs and databases as well as other digital discovery tools.
Manage the oral history program including tracking interviews and reviewing transcripts.
Respond to in-person, email, phone, or mail reference requests.
Select, train, and supervise student assistants and volunteers.
Participate in grant writing.
Other duties as assigned.

Qualifications

Required

Relevant experience processing archival materials in a research library or archival setting and developing finding aids
Familiarity with Archivists Toolkit and other relevant technology
Expertise using MSWord and Excel
Strong written, verbal and interpersonal communication skills
Ability to work independently and in a team environment
Ability to work creatively in a rapidly changing environment

Desired

ALA accredited MLS/MLIS/IS degree with specialized courses in archival enterprise or an advanced degree in an applicable subject field with archival management
Familiarity with the DACS and EAD descriptive standards
Experience supervising the work of others

Experience writing grant proposals

Experience working with or knowledge of the Jewish community

To apply: Qualified applicants should send a cover letter, resume, and contact information for three (3) references as a single PDF file to the Search Committee Chair, Nancy G. Blase <nancy@blases.org> by August 5, 2016.

Applications will be reviewed as received.