

Job Title: Assistant Archivist
Reports to: Manager, Archive Services
FLSA Status: Hourly / Non-Exempt
Contact: careers@gatesarchive.com

Summary:

The Gates Archive, established in 2011, is the trusted custodian of the philanthropic and personal archival collections of the Gates family.

Located outside of Seattle WA, Gates Archive is charged with the identification, acquisition, contextualization, and preservation of information in all formats, with a strong focus on born-digital materials. The Archive serves as the private, consolidated resource for the Gates' personal and professional archives, and in so doing acts as the definitive source of the family's history, including the records of the Bill & Melinda Gates Foundation (established in 2000).

Gates Archive seeks an experienced, creative, and energetic candidate for the position of Assistant Archivist. Over the past few years, the Archive has established its core policies and workflows, built collections, and implemented a foundational technical infrastructure to facilitate the administration, description, preservation, and accessibility of collection materials. Embracing advanced technologies and archival best practices, The Assistant Archivist will be responsible for the execution of activities in support of organizational and program-based strategies and plans for born-digital, digitized, paper, photographic, audiovisual, and artefactual materials.

Recognizing the need to equitably contextualize and deliver information regardless of format, Gates Archive offers a unique environment in which all staff are empowered to think outside-the-box, propose new ways of approaching archival work, and collaborate positively with peers to achieve a shared end-goal. As one of the two primary teams of Gates Archive, the Services team delivers core services (Donor Relations, Acquisitions, Processing, Preservation, Access and Outreach) with extraordinary results while continuing to construct a modern-day archive.

The selected candidate will:

- Join a dynamic and results-driven organization – one which values creativity, collaboration, and innovative thinking;
- Work closely with and under the direction of Archivists to support Archive Services program areas. Refine and implement workflows for the acquisition, processing and access of collection content as needed. The Assistant Archivist may be required to:
 - Interact and collaborate with donors to facilitate the acquisition of archival materials
 - Perform accessioning, rehousing, and other activities required to establish administrative control over incoming materials
 - Develop and execute processing plans that support management of and controlled access to information in a variety of formats across multiple collections
 - Execute access workflow including prioritization of and response to requests, conducting research and support for related outreach activities
 - Select and prepare materials for digitization
 - Document, prioritize and execute preservation measures to ensure the longterm stability of archival materials
- Lead out and/or participate in strategic projects in support of organizational and programmatic goals.
- Maintain awareness of advances in professional standards and emerging archival technologies; explore and propose new technologies and methods to meet archive needs
- Contribute to organizational learning and actively participate in activities to promote and advance the profession, e.g. membership in a professional association
- Maintain statistics, reports, and other metrics to improve collection management functions
- Operate in an environment which prioritizes the principles of teamwork, trust, respect, and a “yes” mindset.
- Fulfill other organizational duties as assigned

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 understanding of modern archival theory, standards, and practices and their implementation. This knowledge includes familiarity and/or experience with appraisal methods, acquisitions, arrangement and description, preservation, and access (physical/digital)
- Understanding of and ability to apply controlled vocabularies and descriptive standards, (e.g. DACS, EAD, METS, PREMIS); familiarity with a variety of metadata standards
- Ability to interpret and apply procedure manuals and guides to support the effective collection and management of physical and born digital content
- Experience supporting processing workflows for a variety of formats, including the creation of finding aids or other access and discovery tools
- 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, set goals and milestones, meet deadlines
- Strong organizational and interpersonal communication skill
- Demonstrated ability to communicate effectively, both verbally and in writing

Preferred Skills

- Experience working with born-digital materials, including ingest and management of content in a digital preservation system
- Experience supporting end-to-end acquisitions workflows for born-digital and physical materials
- Experience supporting end-to-end processing workflows for a variety of formats, including the creation of finding aids or other discovery tools
- Experience performing basic preservation techniques to archival materials (e.g. document flattening, fastener removal, rehousing, humidification, etc.)
- Experience with digitization of archival materials and related delivery systems
- Experience supporting access workflows including the interpretation and application of restrictions for access to and/or use of archival materials

Computer skills

- MS Office and Office 365
- MS SharePoint and SharePoint Online
- Experience using archive collection management systems
- Experience using database software and Internet search engines
- Experience using digital asset management systems
- Experience using digital preservation systems

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 Archival Studies, or Library & Information Science, or equivalent combination of education and professional 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 20 pounds on a regular 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.