

Archives Manager, Private Family Archives

Position Summary:

- The Archives Manager is responsible for the digital and physical archival collections of a private family archives located in Bellevue, WA. This is a full-time position.

Essential Duties and Responsibilities:

- Manage full-time and part-time archives employees
- Manage archival material relating to family philanthropic work
- Oversee digitization, organization, and preservation of a variety of material
- Order and keep in stock materials and supplies
- Ensure accurate and timely completion of special projects

Required Competencies:

- A master's degree in Archival Science or equivalent education/experience
- Proficient with Microsoft Word, Excel, and Photoshop
- Familiar with ArchivesSpace and Portfolio Server
- Working knowledge of advanced archival practices
- Working knowledge of digital preservation issues and solutions
- Prior work in archives, museums or other historical institutions
- Ability to work independently, alongside co-workers, and with vendors
- Preserve security and confidentiality

Physical Requirements:

- Ability to work on a computer for long periods
- Ability to lift 50lbs

Compensation:

- Commensurate with education and experience

Will be required to perform other duties as requested, directed or assigned.