

## **Project Archivist - Part-time, grant-funded**

The Staten Island Museum (SIM) seeks a part-time Project Archivist to assist the museum's initiative to rehouse and inventory SIM's archive. Reporting to the Collections Manager, the Project Archivist will rehouse and inventory 185 linear feet of archival collections. These collections will be rehoused into new folders and boxes, inventoried, databased and have their finding aids updated. In addition, unprocessed materials that are stored off-site will be sorted, inventoried, and reunited with the rest of the collection. This is an excellent opportunity to get hands-on experience in an active archive and working with a wide-range of documents and materials. The Project Archivist role is a 3-year grant-funded position.

### **About the Staten Island Museum**

Founded in 1881, Staten Island Museum engages visitors with interdisciplinary exhibitions and education programs that explore the dynamic connections between natural science, art, and history based on its broad collections. The Staten Island Museum is a member of the Cultural Institutions Group, a public-private partnership with the City of New York. SIM is a premier cultural institution with a longstanding history in the community. In Fall 2015, Staten Island Museum opened its flagship building at Snug Harbor and is in planning phases for an expanded STEAM Education Center.

See [www.statenislandmuseum.org](http://www.statenislandmuseum.org) for more info about the museum.

### **Duties and Responsibilities:**

- Inventory, rehouse, and catalog collections In Past Perfect Museum Software
- Create updated Finding Aids for the collections
- Supervise grant-funded Assistant Archivist/Museum Fellow
- Attend weekly collections meetings and project check-ins
- Contribute as a team member and attend all-staff meetings
- Related duties as assigned

### **Skills and Qualifications:**

- Bachelor's degree in History or other relevant field. Archival Management Certificate, Degree or equivalent desirable.
- 1-2 years' work experience processing archival collections
- Demonstrated understanding of the principles of arrangement and description, and familiarity with archival standards, specifically DACS.
- Ability to recognize archival preservation issues and to apply basic preservation techniques.

- Strong written and verbal communication skills
- Strong organization and time-management skills; attention to accuracy and detail is essential.
- Technical literacy including Zoom, Microsoft Suite, Google Suite
- Familiarity with collections management databases. SIM uses Past Perfect Museum Software.

**Compensation:**

Hourly \$25 per hour. Eligible for paid sick leave.

Additional perks:

- Free onsite parking
- Access to professional development growth opportunities
- SIM staff receive complimentary admission to participating NYC museums

**Work Location:** On-site

**Start Date and Schedule:**

This 3-year grant-funded position is available immediately. The Project Archivist's weekly work requirement is a total of 28 hours scheduled Monday - Friday between the hours of 9:00am-5:00pm.

**To Apply:**

Please submit cover letter and resume to [apply@statenislandmuseum.org](mailto:apply@statenislandmuseum.org) with subject line: **Project Archivist - [your last name, first name]**.

Applications and interviews will begin on a rolling basis. Applications will be accepted through February 28 or until the position is filled.

**No calls please.**

Staten Island Museum is an Equal Opportunity Employer. SIM values a diverse workforce and an inclusive culture. SIM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.

*Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. If you believe you meet most of the qualifications, we strongly encourage you to apply.*