

Avalon Free Public Library Position Description

Position: Discovery Archivist	Department: Collections and Technology
Reports to: Assistant Director Collections & Technology	Revised: August 2022

Position Summary

The Discovery Archivist serves as a key member of the library's Collections Department, specializing in Digital and Special Collections. Reporting to the Assistant Director of Collections and Technology and working primarily at the Avalon History Center, the Archivist is responsible for digitizing, preserving, arranging, and describing a wide range of materials relating to the history of Avalon, NJ and making them digitally accessible in an engaging and understandable way for a wide range of patrons. The Archivist works with History Center colleagues to coordinate digitization initiatives, both for the purpose of preservation and to increase online access to the collection. Through exhibits, programs, outreach, publications, website and social media, the Archivist leads organization's efforts to increase awareness in the community about Avalon's historical collection. The Archivist performs preservation and conservation functions, using their knowledge and experience to make recommendations for outsourcing these efforts for more complex projects.

Experience and Education

Required & Preferred Experience:

- A minimum of 2 years of progressive work and experience in a library, archive or museum. Demonstrated success in the development and management of digital collections, preferred. May substitute an advanced degree in a related field in lieu of experience.
- Experience with library, archive, and museum collection management systems, such as Innovative Sierra and PastPerfect.
- Familiarity with the Google Arts and Culture platform, or comparable online exhibition tool.
- Photography and/or videography experience.
- Working knowledge of software systems related to library digital imaging, management, and access. Experience and technical proficiency with one or more open-source systems, preferred.
- Experience or comprehensive coursework in preservation and/or conservation.
- Demonstrated project management experience and ability to manage multiple concurrent projects.
- Experience speaking in front of groups.

Minimum Education: MLIS with Archives concentration from an ALA-accredited institution; or a related graduate degree. May be able to substitute professional experience in lieu of archives concentration.

Essential Functions

Collections:

- Oversee the growth, organization, access, and long- term preservation of the Avalon History Center collection consistent with the mission of the library to engage local and remote audiences.
- Research, plan, design, and execute regular online/remote exhibits using current and emerging technology, improving remote access to the collection for exhibit and research.
- Maintain a plan for ongoing online exhibit development. Renew the plan annually, including plans for marketing the exhibits.
- Digitize collection documents, photographs, and objects using a variety of digitization tools, making many more items suitable for display and archiving.
- Identify and evaluate databases and resources to provide community access to archival records related to Avalon history.
- Contribute material for various marketing and outreach platforms.
- Assist the Curator with maintenance of the catalog to facilitate access by the general public and for research.
- Identify the gaps in the collection to direct acquisition efforts.
- Support the Curator's Disaster Preparedness efforts, with a focus on electronic records management.

- Adopt best practices in the conservation and preservation of the physical and digital collection.
- Work with the Curator to strengthen the validation process and expand provenance strategies for existing and new acquisitions.
- Advise and collaborate on metadata strategies for enhancing access and discoverability of online records and digitized materials.
- Participate in inventory control and maintaining accession records
- Participate and assist in a wide range of preservation/ preventive conservation activities including disaster preparedness and recovery, pest management, minor mold remediation, examination and preparation of materials for loan, and environmental monitoring.
- Assist in the general maintenance and organization of the collection
- Provide research assistance in the use of archival materials
- Coordinate the oral history project to capture unique personal experiences, supporting the biographical orientation of the collection.
- Set priorities for archival processing, identifying areas of descriptive emphasis, and make curatorial recommendations regarding arrangement and descriptions.
- Oversee and participate in packing and transfer of archival acquisitions when required.
- Participate as a member of the Collections Committee.
- Generate monthly and annual activity reports for the Director.
- Attend relevant workshops as necessary to maintain professional certification and/or knowledge; attend all Library in-services, as required.

Programs & Community Engagement

- Represent the History Center at museum and community functions and programs.
- Present Avalon history information as part of public programs.
- Establish connections with other local historical repositories and agencies to share collection development strategies.
- Attend relevant community events to promote and positively publicize the Library/History Center.
- Assist in the planning and execution of in-house developed programs.
- Assist with program coverage during the evening or weekends, as needed.
- Work non-traditional hours based on operational needs and to meet the needs of the community.

Technology

- Provide basic technology assistance, including routine troubleshooting, to the Assistant Director, in areas of software, hardware maintenance of the History Center's network and website.
- Provide assistance to colleagues in the use of technology.
- Keep up-to-date on technology and media trends and evaluates new platforms and products for the History Center's use.

Administrative

- Adhere to all Library and departmental policies and procedures and ensures the appropriate handling of sensitive information.
- Complete special projects specific to the function of the Library/History Center or as needed.
- Other duties as assigned within the scope of position expectations.

Knowledge, Skills and Abilities

- Museum and/or library standards and practices.
- Digitizing documents, photographs, and objects for archival and web utilization.
- Use scanners, document cameras, or other equipment to produce high-quality digital material.
- History of the community, region, and state.
- Ability to communicate technical information to non-technical personnel.
- Excellent written and oral communication skills.
- Historiography and research skills.
- Photography and digital photo editors, such as Adobe Creative Suite apps.
- Traditional and digital technologies supporting oral histories, including best practices for equipment and formats.
- Demonstrated working knowledge of conservation theory and practice.
- Website utilization for virtual exhibitions and museum promotion.
- Use of PastPerfect (or similar), Microsoft Office and Google Suite.
- Experience using an integrated library system such as Millennium or Sierra.
- Use of social media to promote museum.
- Demonstrated ability to speak in front of small groups.
- Ability to establish and maintain effective work relationships other employees, volunteers and the public.

Contacts

Regularly interacts with administrative staff and has external contact with patrons, the general public, and vendors. This position has access to patron information and Library resources.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee will spend the majority of their time sitting and occasionally will stand while handling museum material or assisting visitors. The employee will occasionally reach, stoop, kneel, or climb stairs.
2. The employee will use their hands to use Library tools and equipment; such as a computer keyboard and mouse.
3. The employee must occasionally lift and/or move up to 35 pounds; and occasionally carry items up and down stairs.
4. The employee will frequently speak and listen when interacting with co-workers and visitors.
5. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually low to moderate.
2. Visitor traffic fluctuates on a seasonal basis.
3. The temperature in the work environment is controlled.
4. Although work is primarily indoors, you will be required to travel outside to other community locations.
5. Position will require occasional trips to attend seminars, and meetings.

Nothing in this position description restricts management's right to assign or reassign duties to this job at any time.