**ASSOCIATE ARCHIVIST**

The World of Speed Archive focuses on providing preservation and access of the Collection. The Associate Archivist takes part in multiple aspects of collection engagement from processing to cataloging, exhibition, storage, and care.

**DUTIES & RESPONSIBILITIES**

***Primary Focus***: Cataloging new acquisitions into the online collection catalog (ContentDM)

* Process collection donations and loans and organize in sync with the Archive’s collection catalog structures
* Photograph collection items and prepare them for storage or exhibition
* Define, input and upload collection item metadata with connected digital object
* Develop organizational structure of collection with assistance from the Archive & Collection Manager

***Ongoing:***

* Assist in accessioning of collection donations and loans
* Assist in identifying and pulling items requested by researchers and for social media posts
* Assist in receiving collection donation and loans from the public
* Assist in Archive activities such as the quarterly Archives in the Gallery events
* Assist in developing rotating Archive Room displays
* Assist Archive volunteers in their pre-cataloging collection organizing projects

***Skills:***

* Academic knowledge of archives, library, or museum science, including theory and scope
* Ease with Microsoft Office for PC, photo editing software, and collection catalog platforms
* Detail-oriented data entry into collection catalog, donor files, and associated records
* Ability to utilize or learn digital conversion, editing and uploading
* Adheres to environment and security measures while interacting with the collection
* Ability to interact with patrons during Archive Room open hours
* Works easily independently as well as under direction

Historical racing knowledge not required but a willingness to know and understand the collection is necessary.

**INTERNSHIP OPTION**

The position can be held as a credited internship up to one year as part of an enrolled Master program in archive, library, or museum studies. Candidates enrolled in graduate programs in archives, museum, or library sciences who would like to hold the position as an internship up to one year will utilizes multiple aspects of each of these studies. Under the direction of the Archive & Collection Manager, the intern will utilize and learn hands-on cataloging processes, patron-collection interaction, collection access and exhibition, and preservation/storage methods. If your enrolled program requires a monthly full weekend of onsite classes, the class Sunday can be switched to work a complete Saturday and Sunday another weekend once per month.

**REQUIREMENTS**

·         Ability to bend and lift up to 30 lbs and climb step ladder

·         Must be able to successfully pass criminal background check

**PAY RATE & SCHEDULE**

$15-17 per hour depending on experience for 25-29 hours per week, including Sundays.

**APPLICATION**

To apply, send cover letter and resume to World of Speed's Archive & Collection Manager, Katrina O'Brien, at [katrina@worldofspeed.org](mailto:katrina@worldofspeed.org). Please include your availability for both weekdays and weekends.

If interested in utilizing the position as a credited internship, please include your enrolled program’s requirements of you and the hosting institution (World of Speed) along with a list of classes taken up to date.

World of Speed is an equal opportunity employer. We value, honor and promote diversity.