

## Assistant Archivist (Contract)

**Summary:** Gates Archive is the private archive of the personal and philanthropic collections of the Gates family. Committed to creating a culture of learning and belonging, we are a team working to build a next generation archive with a focus towards digital-forward processes.

Gates Archive is seeking an Assistant Archivist to execute and contribute to the development and refinement of end-to-end processing workflows to arrange and describe archival materials in all formats. This position will work under the direction of Collection Development & Description Archivists and/or Manager as well as collaboratively across the organization to support ongoing management and controlled access for archival collections.

This is a full-time contract position scheduled to begin in Spring 2022

### Responsibilities:

*To perform this job successfully, an individual must be able to perform each responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the core responsibilities.*

- Prepare archival materials for controlled access and ongoing management by arranging them into logical groupings, taking appropriate preservation measures, analyzing and describing contents, and creating standard descriptive metadata.
- Develop and execute processing plans or projects that support management of and controlled access to information in a variety of formats--physical, digital, and digitized--across multiple collections
- Support transfer and accessioning workflows to promptly establish administrative, intellectual, and physical control of digital and analog archival materials and artifacts.
- Contribute to program track planning activities and participate in strategic projects in support of organizational and programmatic goals.
- Support fulfillment of access workflow including prioritization of and response to requests, conducting research and support for related outreach activities.
- 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 knowledge sharing including active participation 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.
- Contribute to a culture of belonging across the organization in alignment with the organization's diversity, equity, and inclusion goals.
- Operate in an environment which prioritizes the values of teamwork, trust, professionalism and stewardship.
- Fulfill other organizational duties as assigned.

### Skills and Abilities

- Must be able to work collegially and collaboratively
- Demonstrated understanding of modern archival and/or information science theory, standards, and practices and their implementation 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, AAT, LCNAF) 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
- Knowledge of information technologies appropriate to special collections and archives, including collection management, digital asset management, and digital preservation systems
- Demonstrated ability to work collaboratively and productively in a rapidly changing environment

- Proven ability to prioritize work, set goals and milestones, and meet multiple deadlines
- Strong organizational and interpersonal communication skills
- Demonstrated ability to communicate effectively, both verbally and in writing

**Education and Experience:**

*Education:*

- A Master's Degree of Library & Information Science or History with a concentration or certification in archival studies, or equivalent combination of education and professional experience

*Experience:*

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

**Pay rate:**

Starting at \$38/hour (approximately \$80,000 annually)

**Deadline for applications:** Review of applications will begin on May 16, 2022. Applications will be accepted until the position is filled, but preference will be given to applications received by the date the review begins.

**This is contract position through a staffing agency. To apply, submit a resume and cover letter to [procurement@gatesarchive.com](mailto:procurement@gatesarchive.com) and the application will be routed to our recruiting partner agencies.**