

Indiana Historical Society

Job Description

March 2022



JOB TITLE:	Archivist
DEPARTMENT/AREA:	Archives & Library; Collections
REPORTING RELATIONSHIP:	Director, Collections Management
EMPLOYEES SUPERVISED:	N/A
FULL/PART TIME:	Full Time
FLSA STATUS & PAY GRADE:	Exempt

POSITION PURPOSE:

This position is responsible for performing essential activities comprising the entire cycle of processing collections at the Indiana Historical Society (IHS).

ESSENTIAL FUNCTIONS:

1. Process IHS collection material.
2. Participate in outreach activities that foster understanding and interest in IHS Collections.
3. Assist in general reference duties of the William Henry Smith Memorial Library.
4. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Working knowledge of accessioning and archival processing practices and standards as they relate to historical research libraries.
2. Excellent computer skills; proficient with Microsoft Office suite as well as basic office equipment.
3. Knowledge of ethical, legal, and copyright issues as they relate to historical research collections.
4. Knowledge of a variety of manuscripts, visual and born digital media formats and accepted methods for their processing, preservation, and use.
5. Excellent communication skills, both verbal and written, for diverse audiences.

PHYSICAL REQUIREMENTS:

Physical Movement – Stooping, Bending, Kneeling, Climbing and Crouching In order to reach & pick up items

Strength – Ability to lift & carry items weighing up to 35 pounds

Manual Dexterity – Ability to handle fragile items with care

Wrist & Visual Stamina – Ability to type and focus on a computer screen for prolonged periods of time

(Incumbent must be able to meet physical requirements with or without reasonable accommodations. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

QUALIFICATIONS:

MINIMUM: Master's degree in related field with 2 years' experience in archival processing in a special library or museum setting or four years of equitable experience.

BENEFITS:

IHS offers an excellent benefits package, including health, dental, life and long-term disability coverage; employer and employee funded retirement plans with American United Life – OneAmerica; employee assistance program (EAP); Pre-Paid Legal Services; flexible benefits, and generous paid time off. Free parking provided nearby, staff discounts in the Basile History Market and the Stardust Café, and reciprocal benefits at other cultural institutions in Indianapolis.

Applications

Please send a cover letter and resume to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202, hr@indianahistory.org or Fax: 317/233.0857. Applications will be accepted until the position is filled.