NATURE OF WORK:

The Historical Manuscripts Project Archivist will work with the Curator, Historical Manuscripts, in overseeing work related “State of Maryland and Historical Collections” collection area. This rich collection area includes the University of Maryland Libraries’ archival, manuscript, and special collections holdings relating to the history and culture of the Maryland region, historic preservation; and women’s history and women’s studies collections. The Historical Manuscripts Project Archivist will support accessioning, reference, and collection development activities for the collection area. The Historical Manuscripts Project Archivist will have a focus in Political and Civic Activities Collections, especially the James Bruce Papers and congressional papers collections.

DUTIES AND RESPONSIBILITIES (indicate % of time spent on job duties):

Reporting to the Curator, Historical Manuscripts, the Historical Manuscripts Project Archivist will gain career skills working with world-class collections alongside experienced archives staff, while also contributing meaningfully to the advancement of Special Collections & University Archives department. The Historical Manuscripts Project Archivist’s main responsibilities will be as follows:

Access to Collections (65%)
- Accessions newly received materials including creating accession records and preliminary inventories.
- Supervises student workers on accessioning projects.
- Creates project plans, guides, and access tools for Maryland Politics and Civic Activities Collections, including researching DACs and EAD-compliant finding aids and writing Libguides to facilitate access to and use of collections.
- Enhances and enriches the James Bruce Papers online EAD finding aid by incorporating additional materials, selecting materials for digitization, and determining other improvements.
- Investigates electronic records issues for congressional papers and other Maryland Politics and Civic Activities Collections.
- Identifies conservation and preservation issues in collections and collaborates with the Preservation Department to address these concerns.
- Participates in ArchivesSpace migration as needed.

Reference, Research Assistance, and Instruction (25%)
- Responds to reference queries and assists researchers with access to collections, especially in relation to Maryland Politics and Civic Activities Collections.
- Serves in rotation with other Special Collections & University Archives faculty and staff on the reference desk in the special collections reading room, the Maryland Room.
Collection Development (10%)
- Assists the Curator with collection development related to Maryland Politics and Civic Activities Collections, especially congressional papers collections.

Performs other duties, as assigned.

PHYSICAL DEMANDS:
Must be able to tolerate occasional dirty/dusty conditions and be able to reach, stoop, bend, lift, and move objects. Must be able to tolerate the stresses engendered in a multi-faceted, rapidly growing archives program responsive to a broad user base. Occasional local and regional travel in order to facilitate the transfer of collections to the Libraries may be necessary.

SUPERVISORY RESPONSIBILITIES:
Supervises the work of graduate assistants, hourly student employees, interns, and volunteers, as needed.

QUALIFICATIONS (Knowledge, skills, and abilities):
- Thorough knowledge of archival theory and practice.
- Experience processing archival collections.
- Familiarity with electronic records management issues.
- Demonstrated ability to work effectively with others in an academic, collegial setting.
- Demonstrated excellence in oral and written communication skills and in assisting researchers in a special collections setting.
- Demonstrated ability to pay attention to detail.
- Motivation to contribute to Special Collections & University Archives department and the archival profession at large.
- Demonstrated ability to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints.

EDUCATION:
Required
- Master’s degree in archival studies, or related field.

EXPERIENCE (Be specific, indicate the minimum years of experience and skills needed):
Required
- At least two years of prior experience in an archives or special collections setting.

Preferred
- Prior experience supervising student assistants, volunteers, and support staff.
- Experience working with political papers collections, especially congressional papers.

Employee’s Signature________________________  Date__________
Print Employee’s Name________________________
Supervisor’s Signature______________________  Date___________