

Assistant Archivist

Moravian Church in America, Southern Province

The Assistant Archivist for the Moravian Church in America, Southern Province assists the Archivist in directing the archives and its records management in accordance with professional standards and practices for long-term preservation and accessibility to researchers. The collection, which dates back to 1753 when German Moravians first settled in Piedmont North Carolina, includes current and historic records of its churches, agencies, and institutions. The Assistant Archivist, working under and in collaboration with the Archivist, assists in the preservation of, processing of, providing access to the archives, with a focus on digitization, supporting researchers, and promoting the use of collections. The ideal candidate will have a good understanding of archives and archival theory, strong written and verbal skills, attention to detail, experience with researchers/the public, and an interest in all aspects of archival practice.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Collection Care

- Arrange and describe archival materials in all formats, including rehousing and applying basic preservation measures when appropriate and creating records in an archival collections management system
- In collaboration with the Archivist, review and develop policies for access, use, and collection management
- Develop workflows and procedures to create digital access to the collections
- Assists with on-demand and outsourced digitization projects, including the preparation of selected materials, creation of descriptive records, and onsite scanning of materials as needed

Research Support

- Supports in-house staff research by providing hands-on research assistance, answering reference questions, and providing staff access to materials
- Provides onsite reference services to external researchers, including responding to queries, supervising researchers onsite, providing access to materials, maintaining calendar for research visits, and fulfilling digitization and photoduplication requests.
- Provides remote reference services, including responding to queries, researching within the collection, and digitizing materials for remote access
- Assists with research and loan of archival materials related to exhibitions and other initiatives, as appropriate

Outreach and Promotion

- Researches and provides digitized archival materials and content for website, online initiatives, and social media; liaises with appropriate agency staff as needed
- Create and run outreach opportunities, which might include lectures/programs of interest to the community and the Moravian Church, newsletters, social media, exhibits, and in-person gatherings
- Collaborate with other archives of the worldwide Moravian Church and Moravian study groups/programs to support scholarship using the Archives' holdings.

General

- Stay abreast of archival standards and ensure collection is managed in compliance with those standards
- Manage a skilled volunteer program and graduate assistants, interns, and/or work study students to supplement staff

- Participate in staff meetings

REQUIRED QUALIFICATIONS

- ALA Accredited MLIS or equivalent
- Demonstrated experience in Archives or special collection management in a research library (1-3 years minimum)
- Knowledge of professional standards and best practices for archives; understanding of metadata standards, such as Dublin Core, VRA Core, MARC, EAD, DACS, and controlled vocabularies, such as LCSH and Getty AAT
- Proficiency with image scanning and digitization; experience with digital asset management a plus
- Ability to plan and execute long-term projects without extensive supervision
- Proficiency in archival software, as well as Microsoft Office products.

PREFERRED QUALIFICATIONS

- Some proficiency in German; training to read German script is available
- Knowledge and appreciate of Moravian history
- Knowledge of EAD and HTML

DESIRED SKILLS AND CHARACTERISTICS

- Ability to Develop Relationships: Able to relate to and collaborate with others and build credibility and rapport; relate to others in an honest and straight forward manner; listen; build one-on-one relationships that incorporate cooperation, trust, and respect.
- Verbal Communication: Able to clearly express ideas, information, or concerns with the spoken word; present verbal information in a straight forward manner; ask questions to open channels of communication; listen to and understand the perspectives of others and respect decisions made by those in higher authority.
- Prioritizing: Able to quickly focus on what is important; establish a sequence of tasks and completion dates; set priorities and allocate time and resources when faced with competing demands.
- Trust and Respect: Able to demonstrate and treat others in an honest and straight forward manner; keep dealings with others confidential; and following through on commitments.
- Problem Solving/Analytical: Ability to deal with challenges in professional and timely manner
- Commitment to Continual Learning: Embraces continued education and development not only for self but also staff and volunteers supporting the Archives program.

POSITION CONDITIONS

- This position is currently only funded for two years. The Archivist and the Moravian Archives Commission are committed to making it permanent if possible.
- Full-time position/Monday-Friday
- Overtime work required periodically throughout the year
- Occasional same day or overnight travel
- Occasional evening events/meetings

WORK ENVIROMENT

- Located in Old Salem, a living historic village that offers great opportunities for partnership and programming. Old Salem is also home to the museum of Early Southern Decorative Arts and Salem College.

- Unique and rich collections that document the history of the church and region. The Archives have informed projects ranging from Hidden Town (the history of enslaved and free people of African descent in Salem) to the Cherokee and the Trail of Tears.
- Engaged regional partners, including Wake Forest University, through the Moravian Studies Collaborative.
- Excellent archival facilities located in the Archie K. Davis Center, which is shared with the Moravian Music Foundation.
- Located within walking distance to downtown Winston Salem, which offers vibrant arts and culinary options.
- Easy access to Charlotte, Raleigh, the Appalachian Mountains, the Atlantic Ocean, Atlanta, and Washington, D.C.

SALARY & BENEFITS

\$45,000-\$55,000

\$2,500 annual allowance for professional development expenses

Moving and relocation expenses stipend

10 paid holidays

14 days of paid annual leave

8 days of paid sick leave

Health insurance, including dental and vision, with a high-deductible HSA account to which the Province contributes \$600 annually

403(b) plan through our ecumenical partner ELCA. The Province pays a 5% annuity based on annual salary. Employees have the option of investing it into their 403(b) or taking it as cash to invest otherwise.

Basic employee term life, dependent term life, supplemental employee term life, and long-term disability insurance available.

TO APPLY

Ongoing review of applications. Position will remain open until filled. Submit resume/curriculum vitae and cover letter to Archivist Meaghan O’Riordan at moriordan@mosp.org

Applicant selected will be subject to background check and drug screen testing.