

Research Services Archivist

Moravian Church in America, Southern Province

The Research Services Archivist for the Moravian Church in America, Southern Province has primary responsibility for connecting researchers with our holdings in accordance with professional standards and practices. The collection, which dates to 1753 when German Moravians first settled in Piedmont North Carolina, includes current and historic records of its churches, agencies, and institutions. The Research Services Archivist, working under and in collaboration with the Assistant Director, manages the Reading Room, supports researchers, and promotes the use of collections. They will be pivotal in establishing and implementing a vision to create a modern research environment that provides easy access to the Moravian Archives' historical information.

The ideal candidate will be committed to broad and equitable access to archives and connected to established and emerging archival principles and practices. Candidates with experience supporting a diverse user community and range of research methodologies are strongly encouraged to apply.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Research Support (75%)

- Manages the day-to-day operations of the Reading Room of the Moravian Archives, including the training, scheduling, and supervision of staff, interns, and volunteers involved in research services.
- 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
- Continually evaluates the overall patron research experience and propose and implement changes as needed to improve that experience
- Maintains a healthy and safe environment for staff and researchers
- Supports in-house staff research by providing hands-on research assistance, answering reference questions, and providing staff access to materials
- Assists with research and loan of archival materials related to exhibitions and other initiatives, as appropriate
- Collect and report statistics on collection use

Outreach and Promotion (15%)

- Collaborate with the Assistant Director on outreach opportunities by assisting with collection research and access.
- Contribute user and collection stories to newsletters and social media initiatives.

- Collaborate with other archives of the worldwide Moravian Church and Moravian study groups/programs to support scholarship using the Archives' holdings.

General (10%)

- Participate in monthly staff meetings.
- Contribute to the annual report for the Archives.
- Set annual goals as part of the annual performance management process.
- Participate in other projects (e.g., processing, digitization, etc.) as available and needed.
- Stay abreast of archival standards and ensure the Moravian Archives is in compliance with those standards.

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

POSITION CONDITIONS

- 5-year term position; the administration intends but cannot guarantee to secure funding for the role to become permanent.
- Full-time position/Monday-Friday
- 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

\$50,000

\$2,000 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 Director Meaghan O’Riordan at moriordan@mcsp.org

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