

**POSITION TITLE:** Archives Director  
**REPORTS TO:** Executive Director  
**STATUS:** Exempt, full-time

### POSITION SUMMARY

The Breman Museum Archives Director will work closely with the Executive Director and department heads to maintain best practices and industry standards within the archives as it relates to collections care, exhibition, programming, development, and promotion

### PRIMARY DUTIES

- Oversee growth, preservation, and access to archives
- Serve as a reference archivist and encourage public access
- Manage the collection storage space
- Oversee and facilitate loans from the archives to other scholarly institutions
- Manage archival content on display in the museum galleries
- Train and supervise archives staff, volunteers, and interns
- Lecture and publish scholarly articles on topics related to the archives
- Develop and coordinate programs related to the archives
- Oversee archives related content management systems and smart phone applications
- Serve as content manager for research section of museum website
- Provide guided tours of museum galleries and archives
- Assist with departmental budget strategy decisions
- Write and review archives related grants
- Manage Collections Committee and organize meetings
- Play a significant role in strategic planning for the archives and museum

### REQUIRED QUALIFICATIONS

- Graduate degree from an archives management program
- At least 5 years archives experience
- Strong understanding of current technologies applicable to archives
- Collaborative, customer-focused personality
- Excellent planning and organizational skills
- Experience working with donors
- Team-building managerial style

### PREFERRED QUALIFICATIONS

- Significant knowledge of Southern Jewish history
- Proficiency in ArchivesSpace, CollectionSpace, and Aviary
- Grant writing experience

### PHYSICAL REQUIREMENTS

- Ability to lift and bend with boxes or volumes weighing up to 50 pounds
- Climb and reach on step stools and ladders
- Ability to be exposed to dust and allergens

## **ABOUT THE BREMAN MUSEUM**

With an annual visitation of approximately 30,000, the Breman Museum is Atlanta's only Jewish museum and home to three exhibition galleries including the permanent exhibition, *Absence of Humanity: The Holocaust Years, 1933 - 1945*, and two rotating galleries. The Museum hosts an array of programming aimed at connecting the public to Jewish arts, history and culture. Our signature programs like the Molly Blank Jewish Concert Series, an annual presentation of professional concerts highlighting Jewish contribution to music; Bearing Witness, which provides an opportunity for the public to hear first-hand experiences of Holocaust survivors; and Historic Jewish Atlanta Tours, where the public can explore the Jewish stories contained in Atlanta's rich history are now experiencing sellout crowds. The Breman has been named one of The Ten Best Museums in Atlanta by *USA Today* in 2015, Institution of the Year by the Georgia Association of Museums and Galleries (2016) and The Destination in Georgia by Trip Advisor (2016).

The Weinberg Center for Holocaust Education at the Breman welcomes approximately 10,000 school children annually to explore the history and the lessons of 1933 – 1945 Europe by emphasizing Jewish response during the Holocaust. The Cuba Family Archives for Southern Jewish History at the Breman serves as one of the largest repositories of papers, oral histories and memorabilia related to Southern Jewish life in the region. The CFA holds over 2,000 manuscript collections, over 20,000 photographs, and approximately 1,000 oral histories spanning Jewish life throughout Georgia and Alabama. To learn more, please visit: [www.thebreman.org](http://www.thebreman.org).

**TO APPLY:** Please prepare (1) a letter of interest, (2) a current resume and (3) contact information for four references and submit your application package to: [jobs@thebreman.org](mailto:jobs@thebreman.org) before January 15, 2022.

Salary: \$55K or commensurate with experience

The Breman Museum is an equal opportunity employer.