

## Archival Assistant

**ABOUT DEKALB HISTORY CENTER:** The DHC is celebrating its 75<sup>th</sup> Anniversary this year and how far we've come! The last 15 years have been marked by growth and continuity. We just completed a three-year strategic plan and are looking to the future. Located in the Historic DeKalb Courthouse in downtown Decatur, The DeKalb History Center collects, preserves, and shares the wide-ranging stories of the people and places of DeKalb County. We envision a county connected, enriched, and energized by people who see themselves in the histories we share and who engage with the stories of all the people and places that surround them.

**SUMMARY OF FUNCTIONS:** This position is responsible for assisting the Archivist and overseeing the open exhibits on Saturdays (10:00 – 2:00) at the DeKalb History Center.

### **Major Duties and Responsibilities:**

- Assist with ongoing digitization of archival collections
- Assist with research requests and all stages of processing of collections
- Assist with solicitation, inventorying, and processing donations
- Assist in all aspects of reference services for DHC Archives
- Assist with archival maintenance and housekeeping tasks
- Perform additional archival tasks as directed by DHC Archivist
- Responsible for opening and closing the Museum on Saturdays from 10:00 am to 2:00 pm with volunteer help
- Write blog/newsletter posts based on our collections as assigned by Archivist

### **General**

Perform other duties as assigned by Archivist. All members of the staff are required to support DHC programs that are held after normal working hours and to assist with projects that may lie outside their primary areas of responsibility.

### **Requirements**

#### **Experience and Educational Requirements**

BA in History, Historic Preservation, Public History or related fields, and ideally one year of experience working with archival collections. Ideally, the candidate also has professional skills or abilities related to: archives, public history, historic preservation, historical interpretation & education, or cultural tourism. Prior employment at a small non-profit and a passion for history are pluses.

#### **Skills**

This is an entry level position. The ideal candidate will have good research, writing, clerical, organizational and cataloguing skills. Proficient in Microsoft Excel, Word, PowerPoint, Desktop Publishing and internet applications. The Assistant must also have excellent communications skills, strong customer service skills; and the ability to manage multiple projects at the same time with attention to detail. Valid Georgia Driver's license.

#### **Physical Functions**

Primary work in an office environment but occasionally outside (city festivals, children's programming, etc.). Must be able to lift a minimum of 40 pounds. Sitting, standing and walking for periods of time.

**Organizational Relationships:** Reports to the Archivist; works with all staff members/volunteers as assigned.

#### **Time Requirements:**

This is a part-time non-exempt position (11.5 to 20 hours per week; flexible except for Saturdays). Position includes Saturdays from 10:00 am – 2:00 pm when our exhibits are open to the public. Our regular office hours are Monday – Friday from 8:30 am to 5:00 pm with occasional afterhours events.

**Salary:** This is a part time position with a base pay of \$15 per hour and up based on experience.

**Conditions of Employment:** Successful completion of a criminal background investigation and legal authorization to work in the US prior to employment is required.

**Equal Employment Opportunity**

DeKalb History Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

**To apply:** Electronic Applications ONLY. No phone calls. Send Cover letter, Resume and 1-3 page writing sample to [blomqvist@dekalbhistory.org](mailto:blomqvist@dekalbhistory.org). Review of applications will begin immediately and will continue until the position has been filled.