

Local Archivist Position - GPLS & Georgia Archives

Description & Justification

This position is responsible for supporting the numerous archival collections in public libraries, local governments, and smaller USG institutions without full-time archival staff around the state. This position will be responsible for processing, organizing, and supporting public library and local record collections to ensure those records can stay in their local communities.

These institutions hold robust local history, archival, and research records pertinent to the history and culture of Georgia but typically need more resources to inventory, process, preserve, and provide access to their physical collections. GPLS' Archival Services and Digital Initiatives department has made great strides in digitizing materials, nearly 1.5 million pages, since 2003, and support now needs to be leveraged for the processing of the original materials themselves.

Logistics

The primary goal of this position is to help keep collections of historical value local and available in their local communities. To this end, the Local Archivist will process collections in the field and at the Georgia Archives, supporting collection management, local collections inventorying, and direct training on archival processing. The Local Archivist may advise and encourage public libraries, local governments, and small USG institutions to seek external funding from sources such as NHPRC and GHRAC.

Responsibilities

The Local Archivist will:

- Split their time equally between working onsite at the Georgia Archives, focusing on processing Georgia Archives materials, and traveling to work with public libraries, local government collections, and small USG institutions across Georgia;
- Advocate for local collections by promoting Georgia Archives and GPLS services;
- Collaborate and coordinate with Georgia Archives Local Records Manager on projects and assessment of collections;
- Travel locations around Georgia to assist public libraries, local governments, and small USG institutions in appraising and assessing historical, cultural, and evidentiary significance collections;
- Determine processing priorities of archival collections in consultation with Georgia Archives and GPLS;
- Physically process archival collections based on archival standards and best practices.
- Create finding aids in ArchivesSpace-based appropriate archival standards. Coordinate with the DLG, GPLS ArchivesSpace vendor, as needed;
- Provide training on preserving, providing access to, and managing permanent records and archival collections;

- Create and maintain processing procedures in collaboration with the Georgia Archives and GPLS;
- Provide support for seeking external funding for preservation and collections maintenance;
- Promote and support the work of the Georgia Historical Records Advisory Council (GHRAC). GHRAC promotes the educational use of Georgia's documentary heritage by all its citizens, evaluates and improves the condition of records, encourages statewide planning for the preservation and access of Georgia's historical records, and advises the Board of Regents and the Georgia Archives on issues concerning records.

Qualifications

- Masters in Archival Studies, History, Library Science, or related;
- 2-3 years of related archival processing experience;
- Or an equivalent combination of education and experience.

Preferred Qualifications

- Archival Certification: Certified Archivist or SAA Arrangement & Description (A&D) Certificate.

Knowledge

- Knowledge of major archival standards, including DACS, EAD, and Dublin Core;
- Knowledge of efficient archival processing procedures;
- Knowledge of legal issues related to archival materials, including copyright and privacy;
- Knowledge of approaches to managing archival backlogs;
- Knowledge of basic archival preservation standards;
- Knowledge of major archival processing and description software, including Archives Space;
- Knowledge of public library practices, issues, and trends for all sizes of libraries.

Skills

- Skill in accuracy and attention to detail while maintaining a very high level of productivity;
- Skill in prioritizing, planning, and processing archival collections;
- Skill in creating and editing metadata records, including EAD, Dublin Core;
- Skill in analytical and problem-solving;
- Skill in verbal and written communication skills;

Ability

- Ability to work independently and as a team member in a rapidly changing environment on various simultaneous workflows;
- Ability to work remotely without supervision on projects at library locations and the Georgia Archives;
- Ability to effectively present information to internal and external customers.

Salary

\$53,037.000 - \$79,555.000

About the Georgia Public Library Service

Georgia Public Library Service empowers libraries to improve the lives of all Georgians.

We provide innovative, scalable library technology and services; staff training and best practices; grant administration, and more to create equity in the library experience for patrons, no matter where they live.

We also work with elected officials to ensure they understand the critical role that libraries play in meeting the immediate and long-term needs of citizens.

Georgia Public Library Service is the state library administrative agency and a unit of the Board of Regents, University System of Georgia. Learn more about our mission and values at georgialibraries.org.