

Assistant Archivist for Public Services - Tufts Archival
Research Center
Tufts University

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Posted May 2, 2024, set to expire Dec. 31, 2024

Job Title	Assistant Archivist for Public Services - Tufts Archival Research Center
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	May 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Library
Job Website	https://jobs.tufts.edu/jobs/20464?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts Archival Research Center (TARC) is the archives and manuscript repository of Tufts University and is open to the public. TARC's team of professional archivists provides stewardship for the Tufts University Archives, nearly three hundred manuscript collections, and other permanently valuable physical and digital archival materials. TARC staff also assist Tufts students, faculty, and staff with recordkeeping activities, through records management and digital library services. TARC's stewardship responsibilities are mandated by the Board of Trustees, as outlined in the University Records Policy. TARC is a unit of Tufts central administration, serving all schools and reporting to the Office of the Provost.

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What You'll Do

Applying knowledge of archival theory and practice the Assistant Archivist for Public Services supports the public services and teaching programs at TARC in addition to supporting the department in other areas as needed.

The Assistant Archivist for Public Services:

- Responds to reference and research inquiries and assists the Public Services and Instruction Archivist in monitoring queues and distributing reference work to other departmental staff.
- Oversees the Reading Room and provides in-person and remote reference support to patrons.
- Contributes to the creation of digital and physical exhibitions, collaborates on research projects, and assists with TARC's active teaching program, including communicating with students/faculty and visiting classes.
- Performs archival processing and description projects as time allows.

What We're Looking For

Basic Requirements:

- Knowledge and experience as typically acquired through completion of a Master's degree and ALA-accredited MLS with concentration in archives management or equivalent combination of education and 1-3 years of related experience
- Demonstrated knowledge of archival theory and practice including experience with research and reference services in an archives or special collections repository
- Excellent supervisory and organizational skills and ability to plan, coordinate, and implement complex projects
- Ability to work both independently and collaboratively with a variety of staff in a rapidly changing environment
- Excellent written and oral communication skills

Preferred Qualifications:

- Experience working with archival processing and knowledge of relevant standards for archival description including DACS, EAD and EAC-CPF.
- Experience with born digital archival records
- Experience with tools and systems related to archives reference services such as remote reference management tools, Aeon or other archives-focused request management software

Pay Range



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Minimum \$52,600.00, Midpoint \$65,750.00, Maximum \$78,900.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact