



Project Archivist (Contract)

Description:

The Whitney Library of the New Haven Museum seeks an experienced archivist for a short-term project to arrange, describe, rehouse and create a finding aid for a newly acquired collection related to the Townsend/Townshend family of New Haven, Connecticut. The collection consists of sixty linear feet of documents, photographs, books and ephemera.

Scope of Work:

- Review collection to determine best arrangement.
- Determine appropriate housing of the collection.
- Remove items from frames as needed.
- Work with New Haven Museum staff to identify potential conservation issues and seek methods to resolve said issues.
- Create an intellectually organized readable finding aid for the collection.
- Work with New Haven Museum collections manager to connect the finding aid to the museum's existing collections management software, Re:discovery.
- Compare the published books in this collection to the existing book collection of the Whitney Library of the New Haven Museum.
- Identify and make recommendations for a select number of individual items within the collection to be digitized, and made available through the online module of the Re:discovery database.
- Liaise with New Haven Museum collections manager while processing items from the collection to go into the art, artifacts and graphics collection.

Qualifications:

- MLS/MLIS with a concentration in archives or other graduate degree with certificate in Archival Studies or ACA certification.
- Knowledge and experience in current archival best practices.
- Minimum of 5 years processing archival and manuscript material.
- Knowledge and experience in working with collections management databases desirable. Demonstrated knowledge of current national archival and descriptive standards and best practices, including DACS, LCSH, and LCNAF.
- Excellent written and oral communication skills.
- Problem solver with a positive attitude who is able to listen closely and develop solutions.
- Accuracy and attention to detail.
- Ability to lift and move 40-pound boxes.

Compensation:

- The contract will cover approximately 480 hours of work, beginning May 2022. Flexible schedule.
- The contract will pay \$30-\$40 hr., not to exceed \$17,500. No benefits.

Application Procedure:

- Interested applicants should submit a cover letter, resume, and three references to search@newhavenmuseum.org. No phone calls please. EEO