Project Archivist

Harvard College Library

43835BR

Reporting to the Head of the Manuscript Section, the Project Archivist joins the library’s archives processing program, and works as part of a team of archivists responsible for arranging and describing at a baseline level the archives, manuscripts, prints, and other materials collected by the Houghton Library. The Project Archivist will develop and execute a plan for gaining basic physical and intellectual control of all dance related material within the Harvard Theatre Collection. The Project Archivist will process more fully the collections of Edwin Binney and George Chaffee. The Project Archivist collaborates in a collegial fashion with other members of the Manuscript Section, the Department of Technical Services, and other departments to assist in the timely and effective description of Houghton Library materials.

Note: this is a two-year term position.

TYPICAL DUTIES AND RESPONSIBILITIES

- Creates accession records and initial descriptive information for materials stored in flat files, ensuring administrative and basic intellectual access. Works closely with Accessioning Archivist and Curator in the assessment and appraisal of collection materials during the accessioning process.

- Processes flat file materials: rehouses materials as necessary; assesses conservation needs; creates baseline level description as necessary; and prepares materials for off-site storage at the Harvard Depository as needed.

- Develops and implements a strategy for providing basic arrangement and description to all dance-related materials in the Harvard Theatre Collection.

- Develops processing plans for collections of Edwin Binney and George Chaffee; processes both collections.

- Maintains documentation of accessioning procedures and processes; compiles statistics and reports as necessary.

SUPERVISORY RESPONSIBILITIES

- This position may supervise student, hourly, and/or project staff.

Basic Qualifications

- BA and MLS required.

- Two years’ experience with archival accessioning and/or archival arrangement and description, preferably in an academic or research library, desired.

- Experience with the use and application of DACS and MARC, as well as other archival descriptive and content standards.

Additional Qualifications

- Familiarity with the history of dance in the United States and Europe. Reading knowledge of one or more European languages is desirable.

- Familiarity with determining processing levels and implementation of MPLP.

- Superior written and verbal communication skills; excellent interpersonal skills, demonstrated ability to work collegially within and across organizations; great attention to detail; demonstrated ability to manage time and tasks and complete projects in a timely manner.
Physical Demands

- Job involves moving and lifting heavy cartons up to 40 pounds, and significant time spent at computer keyboard. The employee will be exposed to library-related allergens (dust and mold).

Work Environment

- The work associated with this position is performed in an office setting. Some exposure to dust and dirt.

Additional Information

At the Harvard Library, our work is enriched by our diverse campus community. Our unique and wide-ranging abilities, experiences, and perspectives are integral to achieving Harvard University’s mission of excellence in research, teaching, and learning for our patrons, our collections, and our workplace. We believe that an inclusive environment that cultivates and promotes understanding, respect, and collaboration across our diverse workforce enables our success.

We encourage individuals with diverse backgrounds, experiences and abilities to apply to be a part of our community of over 700 staff members. Our work with faculty, students and researchers to explore answers to intellectual questions, enduring and new, and to seek solutions to the world’s most consequential problems, requires that we not only reflect, but also champion our diverse society.

A global leader, the Harvard Library is a pre-eminent research library that acquires, disseminates, and preserves knowledge. Harvard's Library holdings range from traditional print collections to rapidly expanding inventories of digital resources. It is the work of the Harvard Library to provide the University's faculty, students, and researchers—now and in the future—with comprehensive access over time to all of these materials.

Learn more about our contributions to the academic enterprise by visiting us at http://lib.harvard.edu/about-us and about the Harvard University community at http://hr.harvard.edu/why-harvard.

The Harvard Library is a proud member of the ACRL Diversity Alliance.

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Job Function          Library
Sub-Unit              -----------
Location              USA - MA - Cambridge
Department            Harvard College Library - Houghton Library
Time Status           Full-time
Union                 00 - Non Union, Exempt or Temporary
Salary Grade          056
Pre-Employment Screening
                      Criminal
                      Education
                      Identity
Schedule              35 hours per week
EEO Statement         We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.

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