

## **FLINT CULTURAL CENTER CORPORATION**

601 E. Second Street; Flint, MI 48503

### **JOB POSTING**

**Job Title:** Archivist  
**Location:** Sloan Museum / Buick Gallery and Research Center  
**Reports to:** Curator of Collections  
**FLSA Status:** Exempt

#### **GENERAL DESCRIPTION**

This person will be responsible for the Archives & Manuscripts and Prints & Photographs collections held by the Perry Archives, a part of Sloan Museum and Longway Planetarium. Responsibilities include the arrangement, description, cataloging, and housing the holdings of the Perry Archives, as well as providing reference services to researchers and staff.

#### **PRIMARY RESPONSIBILITIES**

- Facilitate access to archival and library collections. Serves as the primary public interface between Researchers and the Archives
- Oversees the Perry Archives Reading Room and supervises researchers in the space
- Performs processing of archives, manuscripts, prints and photographs, and audio visual materials; researches historical and biographical information relevant to the collection; creates finding aids and cataloging records.
- Provides proper care and preservation of manuscript and photographic collections, including rehousing two dimensional materials and identifying critical conservation concerns.
- Fulfills rights and reproductions requests
- Assists in writing grants for special projects related to processing, digitizing, and conserving the archival collection
- Assists and supports the duties of the Sloan Museum collections department, including work on exhibit installations, three dimensional artifact movement, special events, and other duties as assigned by the Curator of Collections.

#### **QUALIFICATIONS / SKILLS REQUIRED**

1. Experience processing archival collections and writing finding aids
2. Working knowledge of standards including Describing Archives: A Content Standard (DACCS), EAD, MARC, LCSH, LNAF, and other appropriate thesauri & authority lists used for indexing archival descriptions.
3. Able to function as part of a team, yet able to exercise independent judgment. Highly motivated with excellent writing, organizational, and project management skills.
4. Ability to work effectively with both staff and the public with tact, courtesy and diplomacy.

#### **EDUCATION AND / OR EXPERIENCE**

1. Bachelor's degree in history, museum studies, or a related field of study required. Masters in Library Information Science or similar degree from an ALA accredited institution preferred;
2. Minimum of one (1) year of cumulative full-time experience arranging and describing archival collections.
3. Experience providing reference services in an Archives or Special Collections Setting
4. Experience handling, and rehousing two dimensional materials
5. Experience creating EAD finding aids preferred

**Pay Range: \$35,000-\$40,000**

**To Apply:** Email cover letter, resume, and references to [hr@fcccorp.org](mailto:hr@fcccorp.org)

**Date Posted:** 2.11.20 Posting will remain active until filled.

**The Flint Cultural Center Corporation is an Equal Opportunity Employer.**