



OUR COMMUNITY | OUR STORY

JOB DESCRIPTION

Archivist

REPORTS TO: Collections Manager
STATUS: Full-Time, Salary, Exempt
HOURS: Primarily M-F 8:30am - 5:00pm; some night and weekend availability required

The Archivist is responsible for the Document Archives at the San Diego History Center and shares responsibility with the Photo Collections for public access to the Research Archives.

RESPONSIBILITIES (including but not limited to):

Collections Oversight & Customer Service

- Develop, arrange, and describe archival collections in accordance with accepted standards and practices
- Process, digitize, and preserve archival materials and collections including but not limited to architectural records, public documents, and ephemera
- Provide to the public reference services in the Research Archive, through public hours and appointment requests
- Oversee development of catalog of archival holdings
- Manage the accession and deaccession of documents to the Archives
- Present workshops and programs for external groups, schools, and organizations
- Provides expertise and input into the institution's Collections Plan
- Train and supervise the Archives volunteers and interns

Institutional Support

- Provide reference services to staff in support of upcoming and current exhibitions, publications and other institutional initiatives
- Support exhibition staff and Contract Curators regarding relevant materials in the Document Collection for inclusion in exhibitions
- Coordinate and report on grant projects related to the Document Archives
- Maintain SDHC non-financial record retention and archives
- Work with Collection Manager/Curator on annual budgeting
- Other duties as assigned

QUALIFICATIONS:

- Minimum of 3 years of archival experience desired
- B.A. or advanced degree in library science and/or related field
- Knowledge of best practices and archival standards
- Experience in archival digitization technologies and digital asset management
- Detail oriented, team player, able to juggle multiple tasks, shifting priorities in a fast-paced work environment, and excellent customer service
- Valid CA Driver License and reliable transportation with proof of liability insurance
- Physical Demands: The duties of this job include sitting, standing, bent over, kneeling, and lifting or moving objects up to 20lbs.; climbing stairs, and walking over varied terrain, repeated adjustments to varied lighting conditions, some museum spaces are not climate controlled and vary daily in temperature

ORGANIZATIONAL PROFILE:

The San Diego History Center preserves the history of the San Diego region, tells the diverse story of the region's - past, present and future - educates and enriches our community, and fosters civic pride. As one of the oldest and largest historical organizations on the West Coast, the San Diego History Center is the steward of and the principal resource for San Diego history. A unique civic resource committed to public engagement and collaboration, the History Center partners with other museums, San Diego and regional school districts, other historical organizations, media, businesses and corporations to deliver programs to the broadest audiences at its two locations: the San Diego History Center & Research Archive in Balboa Park and the Junipero Serra Museum in Presidio Park.

The History Center presents dynamic, engaging exhibitions highlighting what makes San Diego unique and the region's emerging role in the 21st century. We serve as a lifelong learning center for all members of our community, providing outstanding educational programs for school children and popular

programs for families and adults. The Research Archives serves residents, scholars, students, and researchers onsite and online. With its rich historical content, archived material, and online photo gallery, our website is visited by more than 1,500 distinct visitors daily. Since 1955, in cooperation with the University of San Diego, the History Center has published the prestigious *Journal of San Diego History*, one of the only scholarly publications dedicated to a major American metropolitan region. Since 2013, the History Center has been a Smithsonian Affiliate.

The San Diego History Center is an Equal Employment Opportunity Employer

TO APPLY: please send your cover letter and resume to jobs@sandiegohistory.org with “Archivist” in the subject line. No phone calls please.