

Archivist & Records Manager



INCUMBENT: Vacant
REPORTS TO: Director of Collections
LOCATION: Bowling Green, KY
STATUS: Full-time, Exempt, Hybrid
DATE: Open Until Filled

DESCRIPTION

The Archivist & Records Manager works alongside area managers within the Collections, Exhibits, and Education teams. This position is ultimately responsible for the management of the makeup, development, and safekeeping of the National Corvette Museum's (NCM) library (research center), and archival materials by following and implementing accepted archival professional standards and practices that will help the NCM strive toward its goal of American Alliance of Museum Accreditation. This position supervises staff, directing the activities of the department under their supervision to fulfill the museum's strategic objectives. The Archivist & Records Manager also implements and recommends the operating policies and practices for the Library & Archives department, including ones pertaining to the acquisition, arrangement, description, and preservation processes. This management role is responsible for balancing an interconnecting set of priorities, ranging from the digitization of the collection to keeping up to date with best practice innovation in the physical care and storage of archival collections.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Advise and create SOPs that guide significant decisions and strategic direction for the Library & Archive, and jointly implement NCM policies and activities.
- Lead the library & archives. Supervise library and archives staff including interns and volunteers. Assist in the preparation of budgets and ensure that functions are carried out within the parameters of the budget.
- Seek and recommend acquisitions for our archive and advise the director on issues requiring approval of the board collections committee.
- Recommend incoming and outgoing loan requests of archival materials. Work closely with Registrars to ensure the appropriateness, safety, and condition of all loans.
- Recommend new initiatives that fulfill the NCM's mission and once approved, see them through to completion. Oversee other initiatives as assigned.
- Supervise the planning, acquisition, safekeeping, and cataloging of archival records related to Corvette history while maintaining the highest standards of stewardship.
- Provide recommendations for the collections' growth, through acquisitions and gifts, and deaccessioning, as well as long-term planning and prioritizing for the collections team and conservation of archival items.
- Provide reference services for both public and professional research inquiries.
- Maintain working knowledge of, and compliance with, the highest ethical and legal standards related to organizational responsibilities, museum collections, and public accountability.
- Plan and oversee digitization projects.
- Assist with grant writing and reporting related to archival projects.
- Responsibilities are not all-inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- Bachelor's degree in library or archival sciences, museum studies, public history, or related area of study. Master's degree preferred.
- 2 to 3 years of relevant work experience in archives or library special collections.
- Applied knowledge of professional archival principles, practices, and procedures.
- Experience with collections management software, PastPerfect preferred.
- Experience in automotive museums or archives preferred.

QUALIFICATIONS

- Strong knowledge of, and commitment to, non-profit archival ethical and legal standards as well as best practices.
- Experience in archival research and knowledge of digitization and metadata cataloging standards, as well as copyright and licensing issues in archives.
- Strong verbal and written communication skills, including the ability to communicate complex concepts about history to a wide range of audiences.
- Strong verbal, public speaking and presentation skills preferred.
- Ability to balance administrative, financial, and practical management duties.
- Well-organized and self-directed individual who is a team player.
- Strong work ethic and unquestioned personal and professional integrity.
- High level of commitment to team and company values.
- Strong attention to detail, establishing priorities and meeting deadlines.
- Excellent time management and organizational skills.
- Ability to lift heavy boxes up to 40 lbs.
- Willing to travel as needed.
- Valid state driver's license required.