Position: Archivist/Volunteer Manager

Dallas Jewish Historical Society
Dallas, TX, US

Salary: Not stated

Status: Part-time/Full-time

Posted: Not stated

Deadline: Not stated

Position: Archivist/Volunteer Manager

Position Description:
The Dallas Jewish Historical Society serves as a repository for the entire Jewish community of Dallas. In its holdings are personal and family papers, recorded oral histories, artifacts, and records of the various organizations that comprise the Jewish community in Greater Dallas.

Position Responsibilities:

Collection Management

- Arranges, describes, and catalogs manuscript and archival collections in all formats
- Contributes to development of strategies for streamlining processing to increase access to collections and sets processing priorities in accordance with established goals
- Assures appropriate physical housing and storage of collections, and identifies and refers items as necessary for preservation treatment
- Maintains the integrity of the descriptive access tools (accession registers, inventory registers, collection management database)
- Appraises content of collections and participates in advising donors, DJHS staff and board members on disposition/deaccession of material
- Meets with potential donors, and develops processing plans for individual archives and manuscripts collections with the purpose of securing the donation and increasing access to collections.
• Identifies duplicate and extraneous material in unprocessed digital and physical collections and refers for disposition decisions
• Participates in developing and refining new procedures for accessioning and describing electronic records and streamlining workflows
• Evaluates content of electronic collection acquisitions with special focus on identifying sensitive and restricted materials

Volunteer Management
• Recruits, hires, trains and assesses performance of volunteer staff assigned to processing
• Sets goals for individual volunteers to achieve processing priorities, and works with volunteers to ensure that goals are met and to resolve issues that arise
• Creates a team environment for volunteers
• Tracks volunteer scheduling, hours, and achievements
• Plans and executes Annual Volunteer Appreciation Event

Other Responsibilities
• Submits regular reports on archives and manuscripts processing and other projects
• Supports and participates in Special Collections donor and collection development activities relating to the archives and manuscripts collections, such as the Andres Family Lecture Series
• Serves as staff for Oral History and Genealogy volunteers; including the maintenance of the recording equipment/calendar, maintenance of the Oral History database, digitization and data migration of Oral Histories recorded on outdated formats, and responding to donor and patron requests for duplicates
• Supports and participates in Special Collections programs including reference
• Maintains and develops knowledge of current developments in archival processing, metadata standards, electronic records management, and preservation
• Participates in professional organizations
• Other duties as may be assigned

Required Qualifications:
• Master's degree from an ALA-accredited program (or equivalent) is required.
• ability to conceptualize and organize large collections in diverse formats;
• ability to meet processing goals and deadlines;
• knowledge of MARC format, EAD for digital encoding of manuscript and archival finding aids;
• familiarity with DACS2, Getty Research Institute Vocabularies, and other standards for description of manuscript and archival materials;
• knowledge of issues associated with electronic records;
• knowledge of oral history standards and best practices;
• familiarity with collection management and asset management databases;
• excellent writing skills; judgment and discretion;
• excellent communication and interpersonal skills including the ability to interact positively with staff, volunteers and donors;
• ability to work efficiently and effectively;
• commitment to continued professional growth and development
• Ability to lift 40-pound box required

Preferred Qualifications:

Demonstrated experience working with and managing collections of diverse formats; supervisory experience preferred.

Closing Date: Not stated