Date Posted: Not stated

Chief Archivist & Librarian
Glenstone Museum
Potomac, MD, US

Salary: Not stated
Status: Full-time
Posted: Not stated
Deadline: Not stated

Position:
Chief Archivist & Librarian

Position Description:
Reporting to the Museum Director and Founder, and the Chief Administrative Officer, the Chief Archivist and Librarian will serve as part of a dynamic team in directing, managing and preserving Glenstone’s archival assets and growing library. The Chief Archivist and Librarian will work in collaboration with the entire Glenstone team to protect and ensure long-term access to the institutional records.

Position Responsibilities:
The ideal candidate will possess leadership skills, flexibility, and excellent communication skills, to develop institutional and departmental policies and standards, and be personally and professionally motivated by collaborating with Glenstone associates. Desired characteristics also include a strong work ethic, as well as an attention to detail, and focus on deadlines. In addition, we are looking for someone that can embrace Glenstone’s core value of “continuous improvement” through an interest in professional development to advance their knowledge and expertise to surpass our previous best efforts.

• Formulate and administer an institution-wide records management program to encompass both physical and digital records
• Direct the establishment, implementation, and regular evaluation of policies regarding the accessioning, processing, and preservation of archival content in accordance with best professional practices

• Create and implement policies, procedures, and workflows as they pertain to cataloging archival and library assets in collection management system, CollectiveAccess

• Oversee the transfer of analogue and born-digital records into the Glenstone archives collections, including architectural records, construction records, oral histories in digital video and audio formats

• Conduct outreach activities to Glenstone staff through orientations, trainings, and tours

• Direct collection development activities for both Library and Archives

• Oversee the department budget, and conduct monthly statistics, metrics and related reporting activities

**Required Qualifications:**

• ALA-accredited master’s degree in Library and Information Science with a concentration in Archives and Records Management, digital curation, or related discipline

• Strong interpersonal and proactive ability to advocate archival policies, ensure compliance with best practices, and liaise with diverse stakeholders

• Demonstrated experience writing, implementing, and assessing policies and workflows concerning the management of physical and digital collections

• Familiarity with professional metadata schema and content standards concerning the management of archival collections and digital assets, such as DACS, Dublin Core, PBCore, VRA Core, EXIF, IPTC, XMP, and PREMIS

**Preferred Qualifications:**

Knowledge of modern art and architecture and/or background in museum archives

Experience with CollectiveAccess, or similar collections management system, for the management of archival collections and digital assets

Experience processing and cataloging specialized formats, including architectural records, audiovisual tapes, and ephemera
Knowledge of professional video production and photography practices

Experience with the Adobe Creative Cloud, particularly Adobe Premiere, Adobe Bridge, and Adobe Photoshop

Certified Archivist or DAS certified through SAA

Closing Date: Not stated