2017 Archives and Records Management Jobs Analysis

Conducted by:
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The 2017 Archives and Records Management Jobs Analysis included over 140 job openings posted over a two-month period and suitable to the educational background of a MARA graduate. A majority of the positions were concentrated in archival management with a significant number of records management positions, and a handful of information governance openings.

At the end of the data collection period, 142 unique jobs were listed in an Excel spreadsheet that divided the jobs into three unique worksheets: archives management, records management, and information governance.
Source of Information

Data was collected over a two month period from August 21 through October 21, 2017, through the following websites:

- Archives Gig [http://archivesgig.wordpress.com](http://archivesgig.wordpress.com)
- Association of Canadian Archivists [http://archivists.ca/jobs](http://archivists.ca/jobs)
- Indeed [http://www.indeed.com](http://www.indeed.com)
- Institute of Certified Records Managers (ICRM) Career Opportunities: [http://www.icrm.org/career-opportunities](http://www.icrm.org/career-opportunities)
- Simply Hired [http://www.icrm.org/career-opportunities](http://www.icrm.org/career-opportunities)
- USA Jobs [https://www.usajobs.gov](https://www.usajobs.gov)
Job Type

- Records/Information Management: 1.4%
- Archival: 47.9%
- Records Management: 35.2%
- Archival/Records Management: 7.0%
- Information Governance: 8.5%
Job Titles - Archives

76 unique job titles in archives

The most commonly repeated titles (with three or more occurrences):

- archivist
- digital archivist
- project archivist
- records management
- records specialist
- records analyst
Job Titles - Records Management

55 positions that included records management duties

There were eight job titles that repeated three or more times:

- Records management specialist
- Records management analyst
- Records management coordinator
Job Titles - Information Governance

Information Governance job titles included:

Information Governance specialist
Information Governance analyst
Director of Information Governance
Job Titles

- Archivist
- Digital Archivist
- Curator
- Collections
- Preservationist
- Analyst
- Management
- Specialist

Legend:
- Archives
- Records/IG
Employment Status

- N/A: 9.1%
- Part Time: 12.1%
- Full-Time: 31.8%
- Temporary: 47.0%
Education

Job Education

- N/A: 10.3%
- Bachelors Required: 17.6%
- Bachelors Preferred: 10.3%
- Masters Preferred: 27.2%
- Masters Required: 34.6%
Education

● Out of the 142 total postings for the 2017 analysis
  ○ 37 preferred a Master’s
  ○ 47 required a Master’s
  ○ 1 required pursuing a Masters
  ○ 14 did not specify

● For records management positions
  ○ 23 required a bachelor's
  ○ 4 preferred a bachelor's
Software Experience/Knowledge, Skills, and Abilities

These words are the most associated with the listings were looking for in experience and skills: “communication skills,” “organizational skills,” “ability to multitask,” “interpersonal, oral and written skills,” and “attention to detail”

Archives

- knowledge in cataloging and descriptive standards,
- finding aids,
- outreach,
- social media platforms, and
- reference services.

Records

- knowledge of electronic records accessioning,
- high level data entry skills,
- ability to handle boxes and pulling files from boxes, and
- knowledge of ARMA recordkeeping principles

Information Governance

- the ability to write reports, business correspondence, and procedure manuals;
- the ability to effectively present information; and
- the ability to respond to questions from groups of managers, clients, and customers