

Archives and Records Management – Jobs Analysis

San Jose State University

Fall 2015



Purpose

- To provide current and prospective MARA students with information about the recent job market in the following fields:
 - Archive Management
 - Special Collections
 - Records Management
 - Information Management
 - Information Governance



Methodology

Sites searched:

- ArchivesGig
- ARMA Job Search
- Indeed
- ICRM Career Opportunities
- Simply Hired
- SAA Online Career Center

Criteria for data collection:

- Master's degree or graduate coursework in archives, records management, or related
- Part-time, full-time, temporary, or permanent
- Located in the United States or Canada



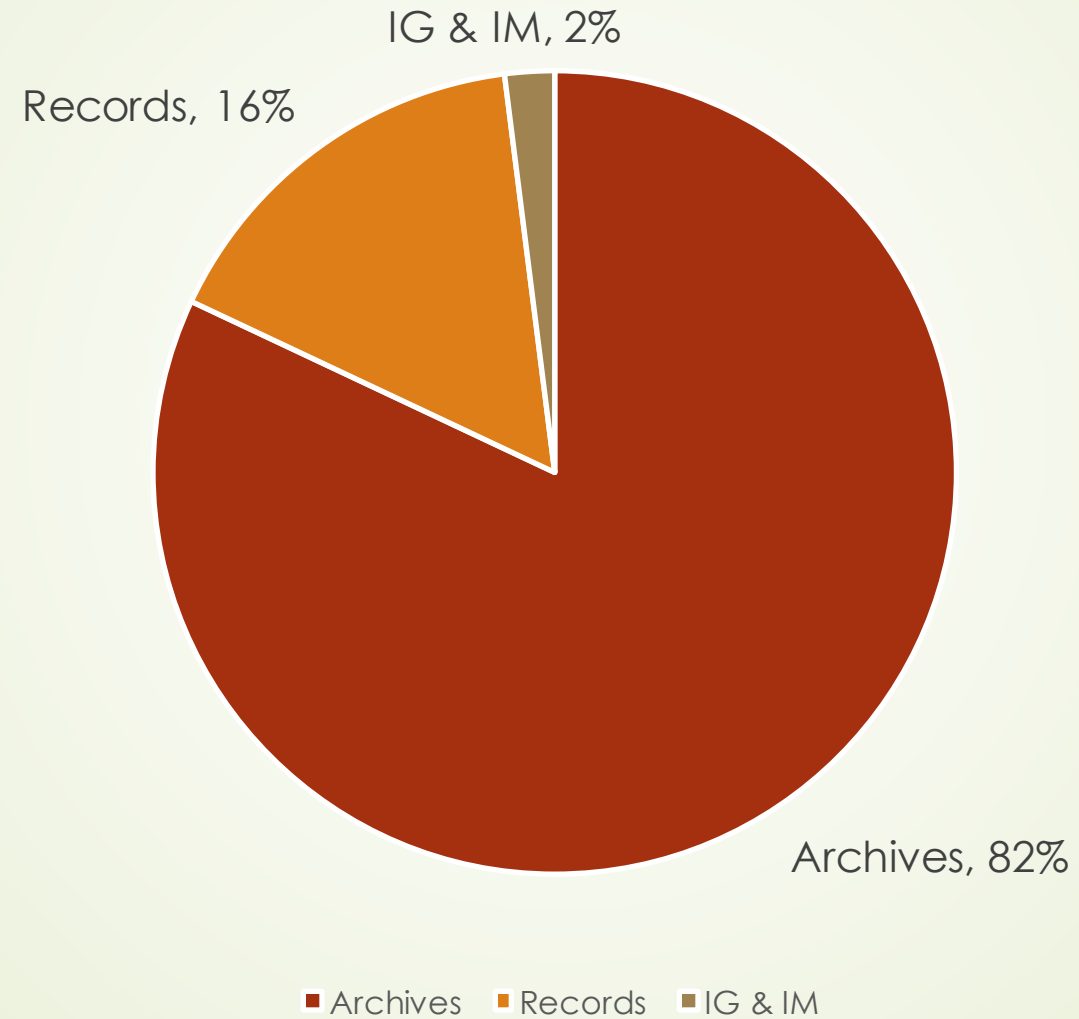
Methodology

Search Terms

- Archive, archives, archivist
- Special collections
- Historian
- Researcher
- Data specialist, metadata specialist
- Records management, records manager, records administration
- Information management, information manager
- Information governance

Total of 287 unique job postings

Job Types





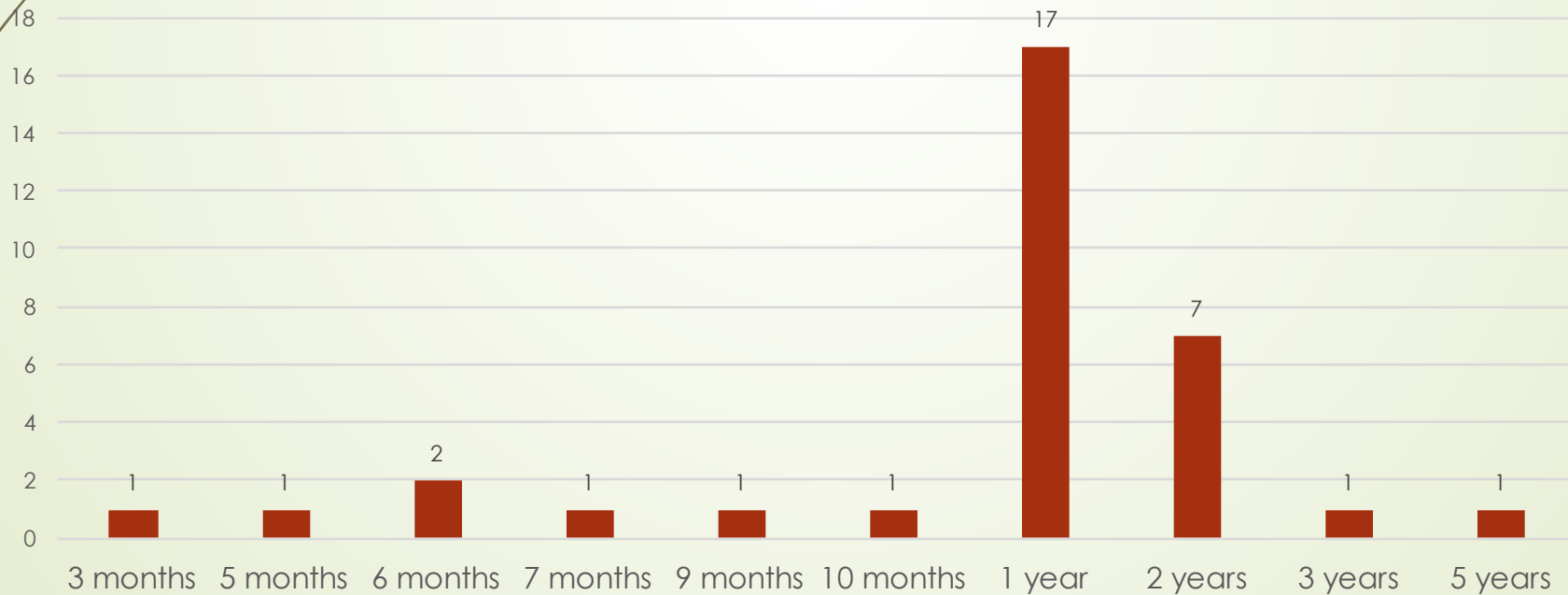
Job Titles

- Archiving: 118 unique job titles
 - Common titles: Archivist, archives technician, assistant archivist, digital asset coordinator, project archivist
- Records Management: 27 unique job titles
 - Common titles: Records manager, records analyst, records and information specialist
- Information Management/Governance: 6 unique job titles
 - Common terms: Governance, information, manager

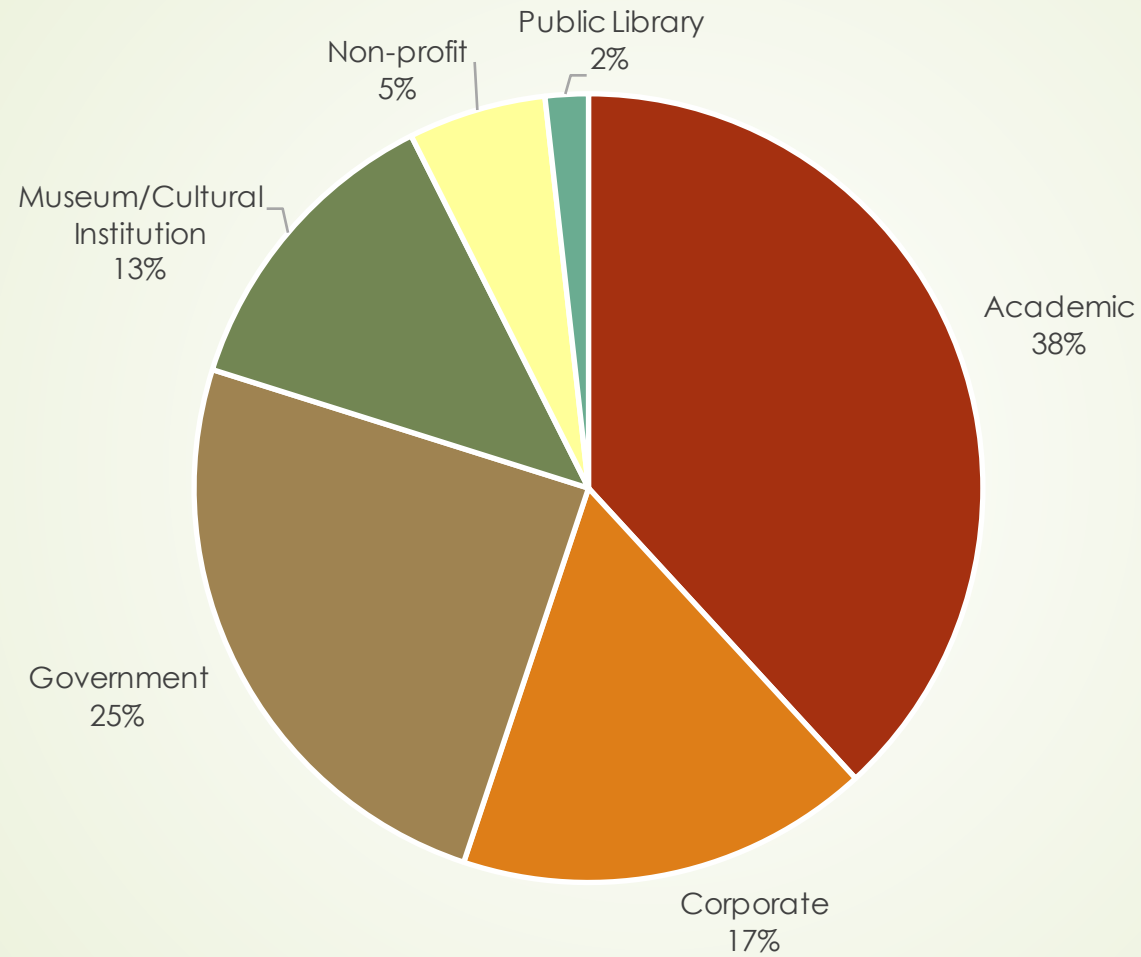
Employment Types

- 280 full-time, 7 part-time
- 231 permanent, 56 temporary

Length of Temporary Employment



Organization Types



■ Academic

■ Corporate

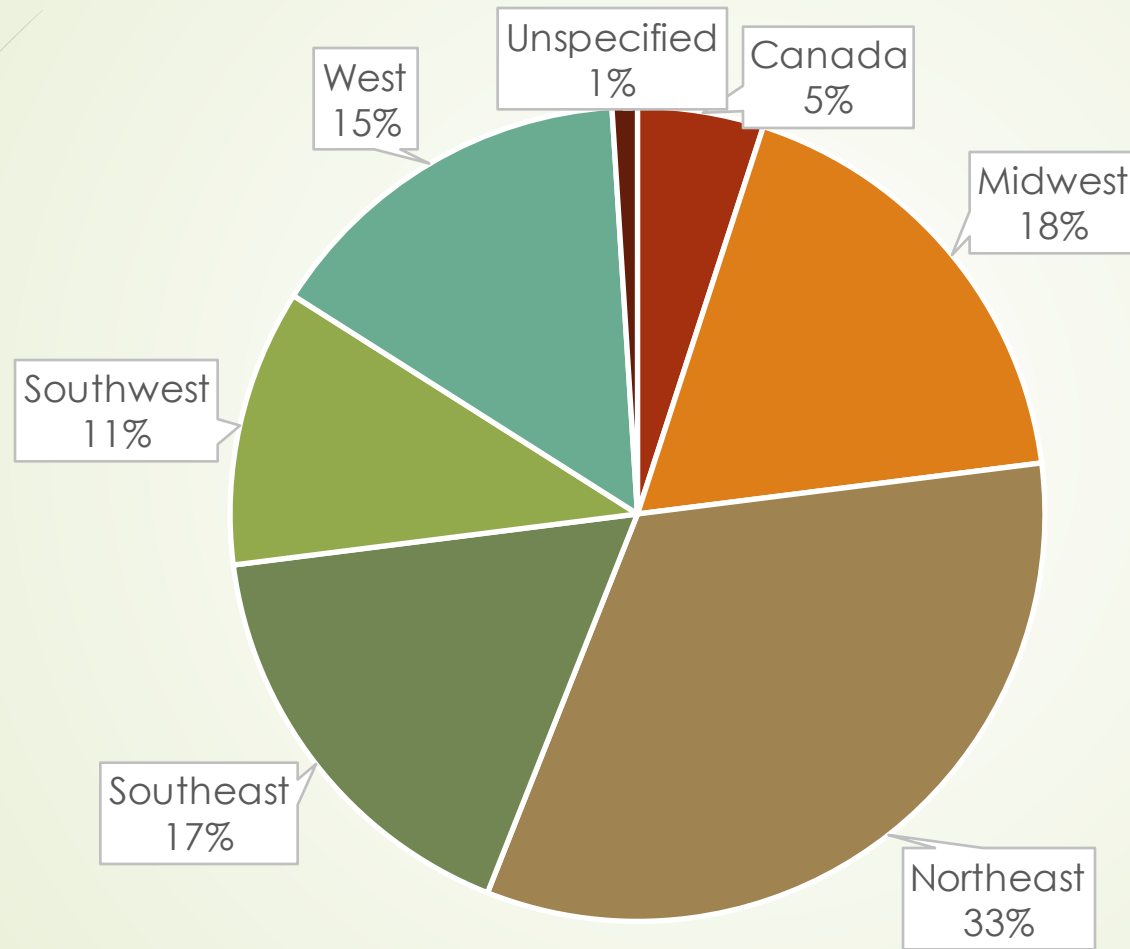
■ Government

■ Museum/Cultural Institution

■ Non-profit

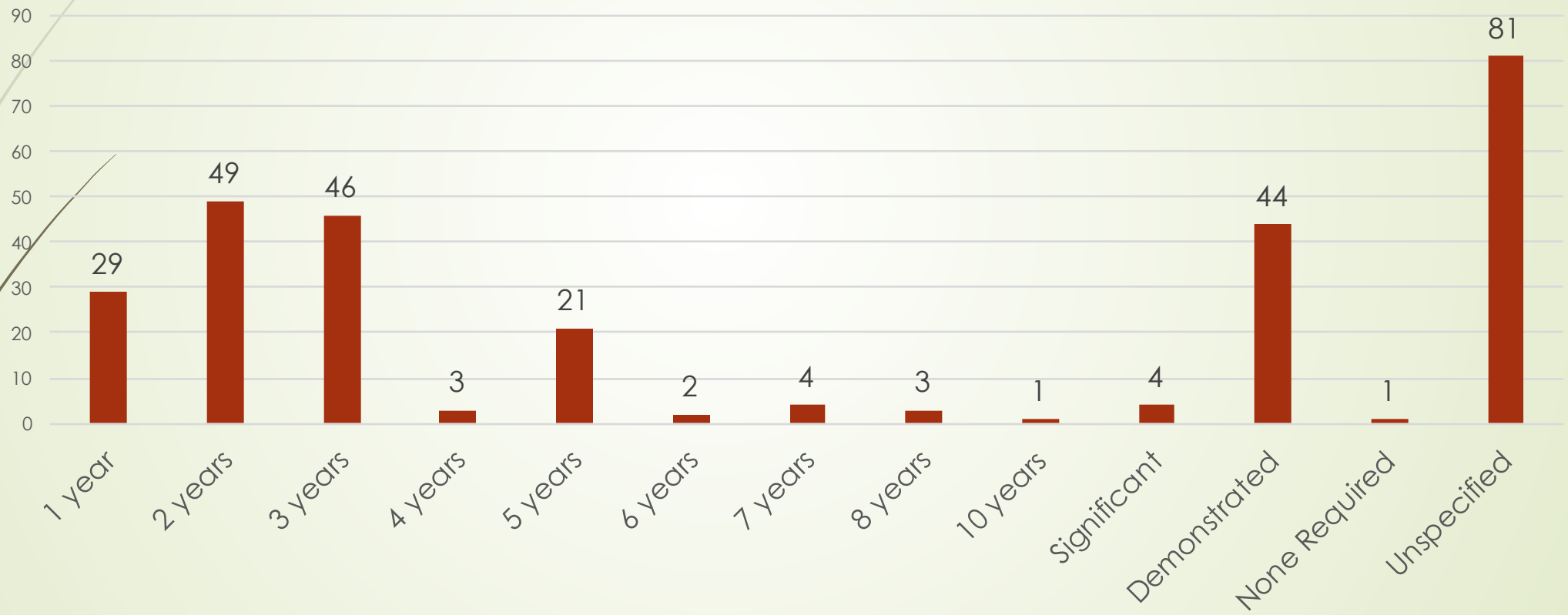
■ Public Library

Geographic Regions



■ Canada ■ Midwest ■ Northeast ■ Southeast ■ Southwest ■ West ■ Unspecified

Experience Requirements





Certifications

- Certified Records Manager: 8
- Certified Archivist: 16
- CRM or CA: 1

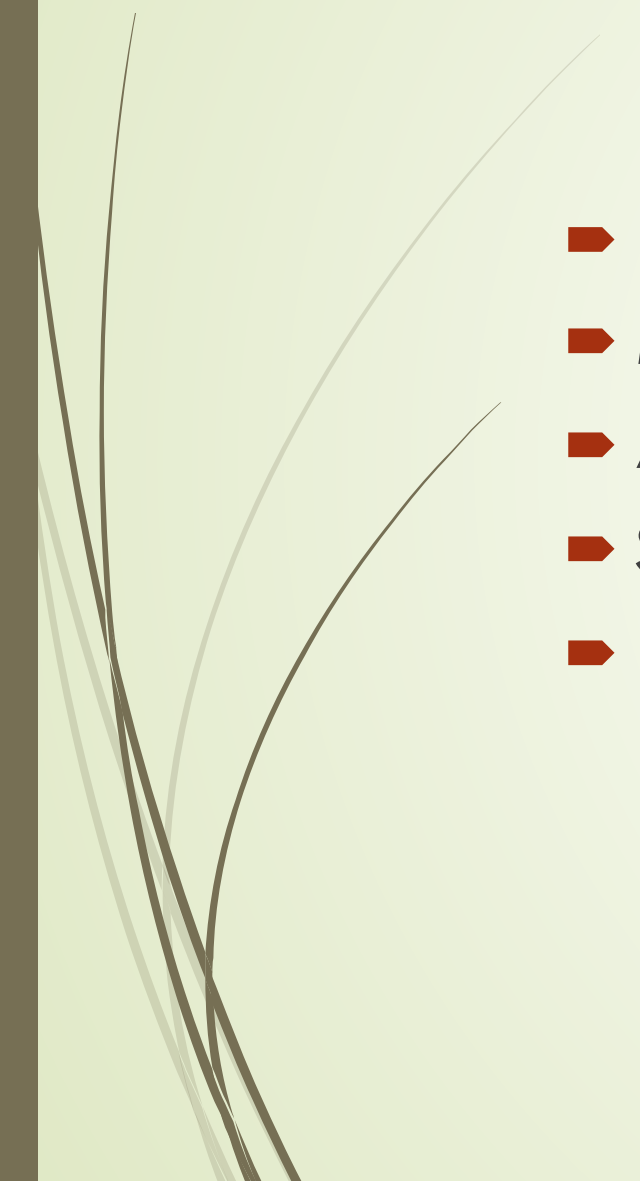


Software

- MS Office: 27
- Adobe Suite: 13
- Content/collection management software: 13
- Database programs: 12
- Archivist's Toolkit: 9
- CONTENTdm: 6
- Digital Asset Management: 6



Technical Skills

- ▶ Dublin Core/EAD/EACS/MARC/RAD: 31
 - ▶ Metadata standards: 13
 - ▶ A/V editing: 7
 - ▶ Scripting language: 6
 - ▶ Producing website content: 5
- 



Skills



- Oral and written communication skills
- Interpersonal skills
- Effective time management
- Organizational skills
- Leadership skills



Duties

- Project management
 - Customer service
 - Professional development
 - Financial development
 - Budgeting
 - Advocacy
 - Collaboration
 - Presentations/public speaking
- 



Characteristics

- Creative
 - Adaptable
 - Independent
 - Good judgment
 - Analytical
 - Initiative
- 



Some examples



CAP Archivist

(College of American Pathologists)

CA Certification Preferred

3 years experience & MLIS or related degree

Responsibilities:

- developing and managing archives;
- administering records management program;
- create and implement policies and procedures to support life-cycle of physical and electronic records; and
- maintain and update retention/disposition schedule

Must know: Dublin Core, MARC, metadata standards
General Skills and Characteristics: strong and effective communication skills; have the ability to proactively make decisions; prioritize fluctuating workflows



University Archivist (USC Santa Cruz)

2 years experience & mlis or related degree

Responsibilities:

- Develop, implement, evaluate priorities;
- Manage administration of university records;
- Provide leadership, consultation, outreach;
- Promote use and understanding; identify preservation issues

Must have experience managing projects and developing processing plans; record of contributions to diversity, equity and inclusion in higher education; experience with preservation of born-digital materials



Digital archivist

State historical society of missouri

No experience & MLIS or related degree

Responsibilities:

- create and maintain websites, applications, and databases;
- develop and manage digital products;
- accession and manage electronic records;
- provide assistance to researchers;
- research, plan, and execute outreach;
- continue education

Must have visual, writing, public speaking skills, experience managing digitization projects



Special collections archivist concordia University libraries 2 years experience & mlis or related degree

Responsibilities:

- leadership, establishes priorities,
- ensures preservation and access, coordinates access,
- determines needs, develops policies, provides training, research assistance,
- evaluates donations, identifies digitization needs, establishes instructional programs,
- development, project management

Must have the ability to apply creative ideas, analytical, problem solving, independently, collaboratively, leadership, aptitude for service, multitask, interest, communication, presentation

Digital Archivist Walt Disney Pictures

3 years experience & mlis or related degree

Responsibilities:

- ▶ creates and sets workflow standards for cataloging and ingestion of assets;
- ▶ responsible for metadata accuracy and policy guideline adherence;
- ▶ design and configure future metadata models;
- ▶ responsible of acquiring and maintaining knowledge of state of the art information collection and retrieval technologies for digital assets;
- ▶ create reports and queries;
- ▶ follow in-house procedures for handling original artwork;
- ▶ guide users to understand search and retrieval

Must know: Dublin Core, METS, EAD, PREMIS, OAIS, TRAC, SQL, Python, HTML

Must have: working knowledge of trends in arrangement, description & management of digitally born materials; exceptional communication and interpersonal skills; appreciation of, interest in animation history; knowledge of digital formats used in animation; highly organized



Caveat

- ▶ Job titles can be misleading. It is important to read the job description, including responsibilities, carefully. For example, the position advertised as Archivist (not records manager) included the following responsibilities:
 - ▶ administering records management program;
 - ▶ creating and implementing policies and procedures to support life-cycle of physical and electronic records; and
 - ▶ maintaining and updating retention/disposition schedules



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