Archives and Records Management – Jobs Analysis
San Jose State University
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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

- Archives, 82%
- Records, 16%
- IG & IM, 2%
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
Geographic Regions

- Canada: 5%
- Midwest: 18%
- Northeast: 33%
- Southeast: 17%
- Southwest: 11%
- West: 15%
- Unspecified: 1%
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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