



2018 Archives and Records Management Jobs Analysis

Conducted by:
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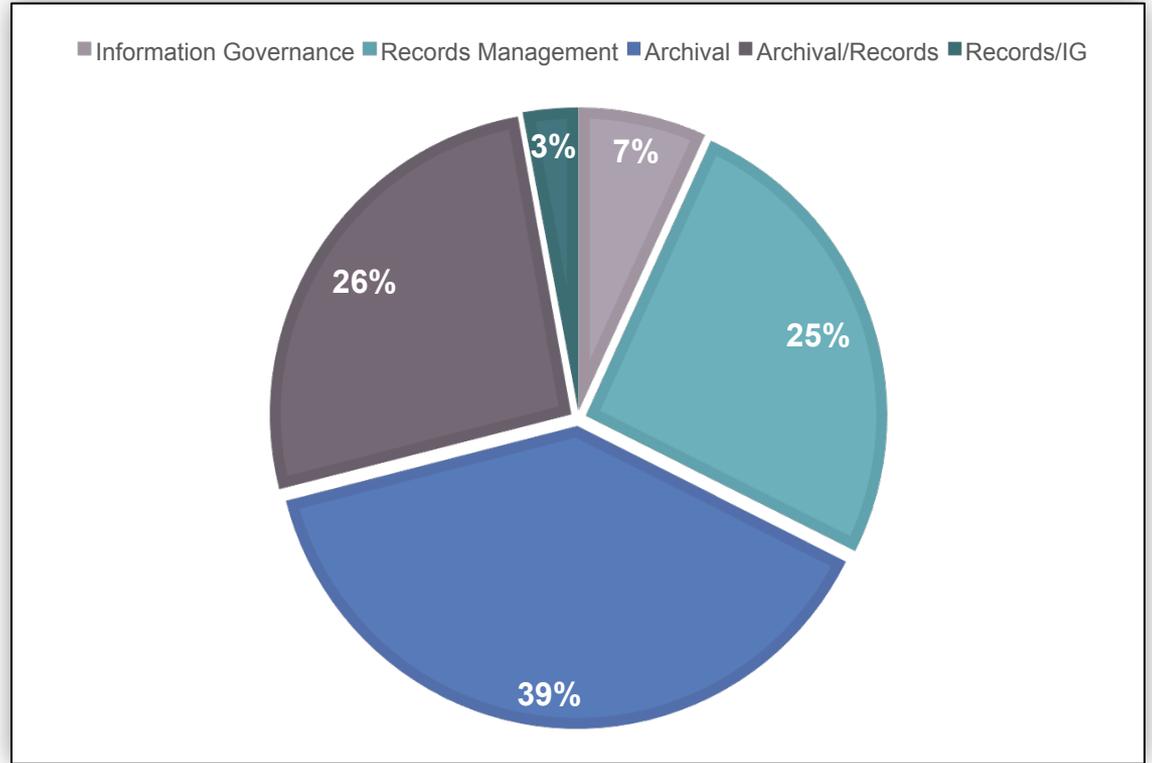
Methodology

Data was collected from August 20 through October 31, 2018, through the following websites:

- Archives Gig <http://archivesgig.wordpress.com>
- Association of Canadian Archivists <http://archivists.ca/jobs>
- Association of Records Managers & Administrators (ARMA) Job Search:
<http://careers.arma.org/jobseeker/search/results>
- Indeed <http://www.indeed.com>
- Institute of Certified Records Managers (ICRM) Career Opportunities:
<http://www.icrm.org/career-opportunities>
- Simply Hired <http://www.icrm.org/career-opportunities>
- Society of American Archivists (SAA) Career Center <http://careers.archivists.org/jobs>
- USA Jobs <https://www.usajobs.gov>

176 unique jobs (up from 142 jobs in 2017) were identified and divided into three distinct groups: archives management, records management, and information governance.

Job Types for 2018 Analysis



Job Titles

40 unique job titles were identified in job listings for positions in archives, records management, and information governance.

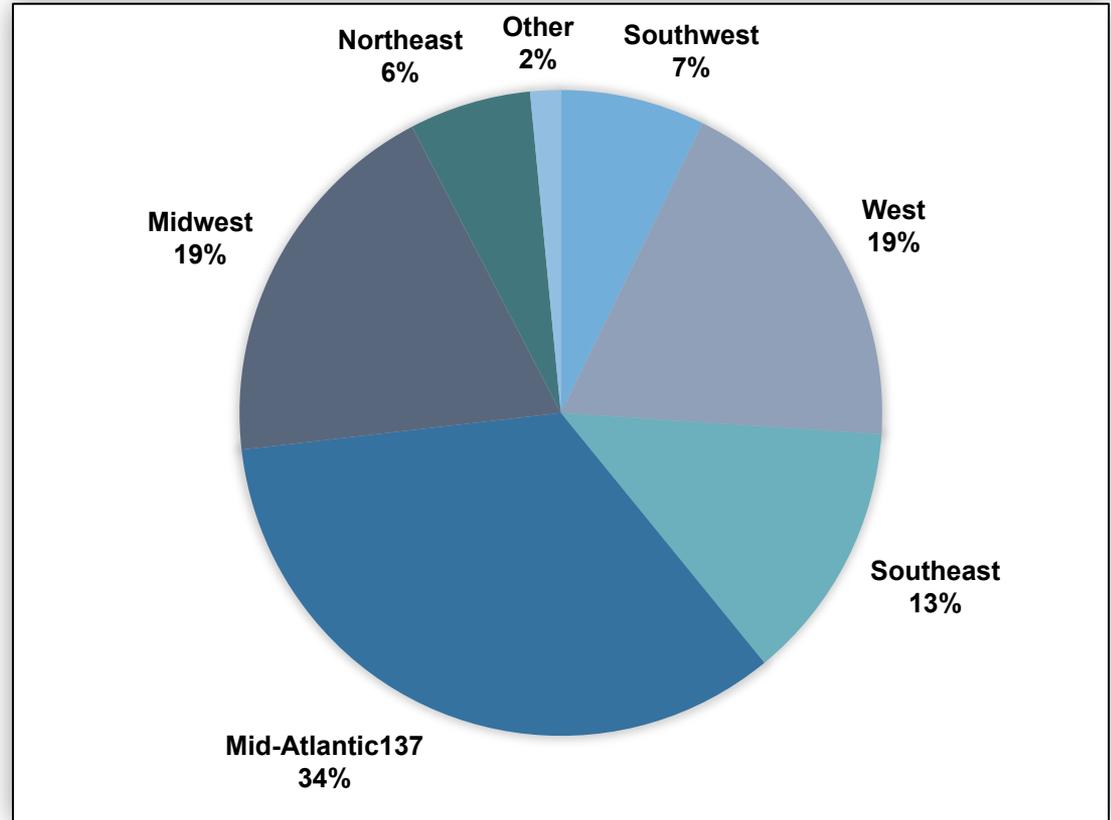
The most commonly repeated titles (with three or more occurrences):

- archivist
- processing archivist
- project archivist
- archivist technician
- reference archivist
- records management
- records specialist
- records analyst

Of the Information Governance positions, titles included:

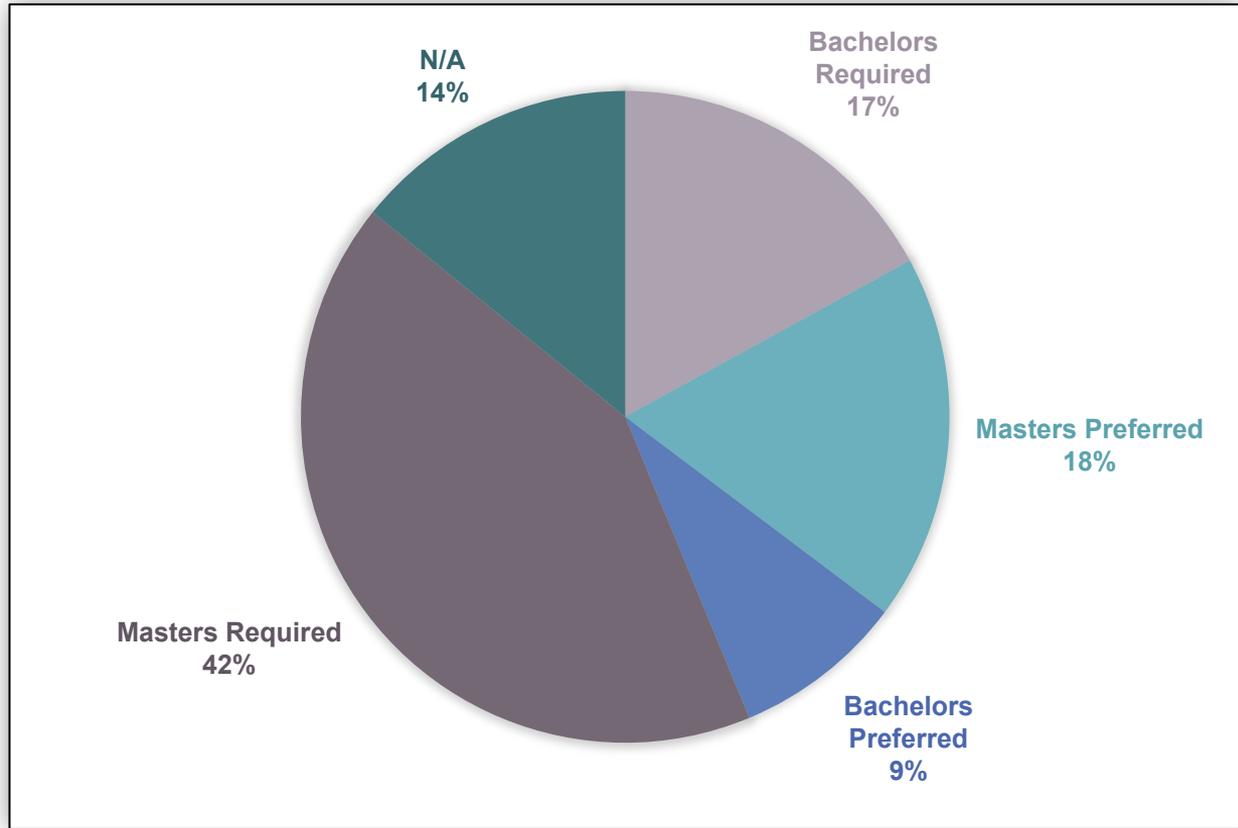
- Information Governance specialist
- Information Governance analyst
- Director of Information Governance

Geographic Disbursement



The Mid-Atlantic region claimed over a third of the total job announcements, primarily because of the high number of jobs in New York (46) and DC (35). The West was the second highest, because of the high number of jobs in California (46). Extra continental and remote technically had less than one percent each, as each were only represented once on the survey.

Education Required



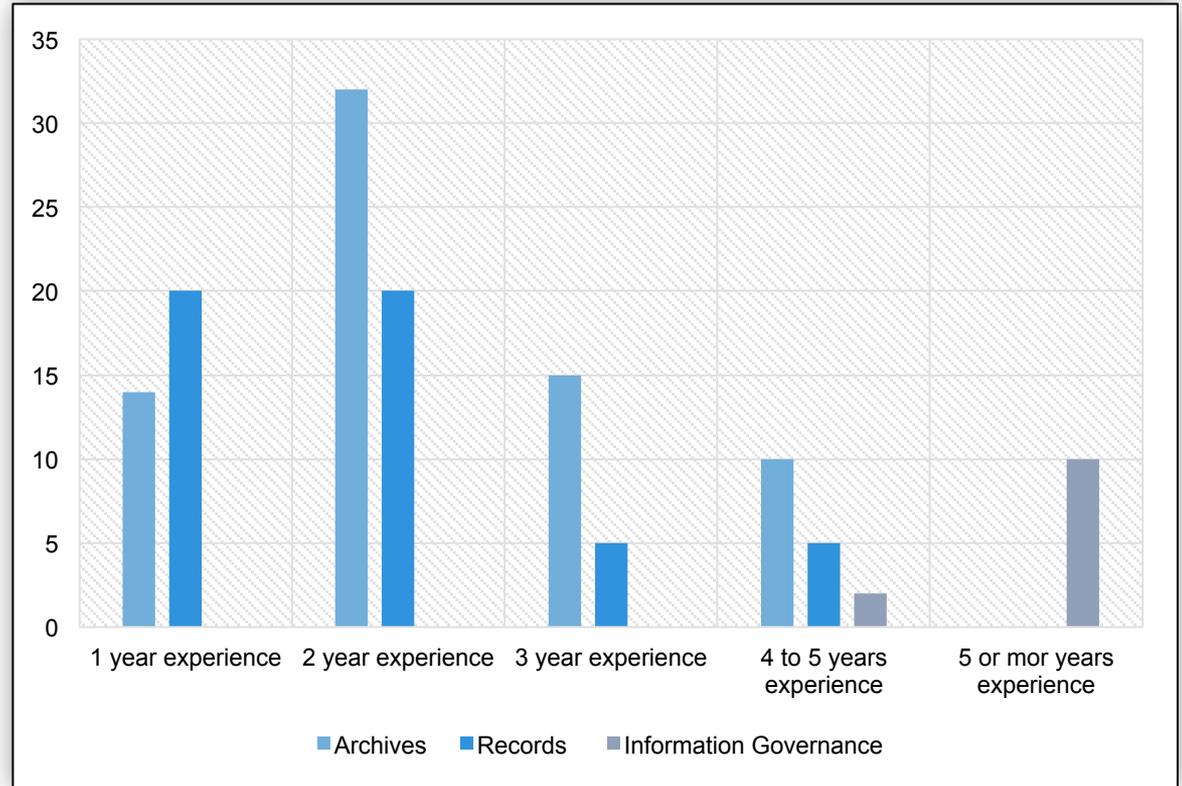
Education Required

- Out of the 176 postings for the 2017 analysis:
 - 32 preferred a Master's
 - 47 required a Master's
 - 25 did not explain if they wanted a master's or not

- In records
 - 15 preferred a Bachelor's
 - 30 required a Bachelor's

Experience Required

A majority of archival and records management positions that specify years of experience require only one to two years, while information governance positions are more likely to require five or more years of experience.



Software Experience/Knowledge, Skills and Abilities

Personal Attributes: “communication skills,” “organizational skills,” “ability to multitask,” “interpersonal, oral and written skills,” and “attention to detail.”

Software Experience: Microsoft Office; metadata standards, including Dublin Core, EAD, EACS, and MARC; and electronic systems, including ECM, EDM, CMS, RMS, and DMS.

Archives

- Electronic records accessioning
- Archival theory and principles
- Cataloging & descriptive standards
- Finding Aids
- Social Media Platforms
- Outreach
- Reference Services

Records

- ARMA International’s recordkeeping principles & practices
- Records Management Policy
- Retention & Disposition Schedules
- Metadata Standards
- Records Inventories

Information Governance

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

Conclusion

The 2018 Archives and Records Management Jobs Analysis included over 170 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.