

The Menil Collection Employment Opportunity

Title: *Archivist*

Department: Archives

Reports to: Librarian

Status: Full-time

General Responsibilities

The Archivist coordinates and executes stewardship of the Menil Archives and materials pertinent to the history of the Menil Foundation.

The Archivist works directly with the Librarian to perpetuate the unique archival holdings of the Menil Collection in all formats and to guide day-to-day operations in addition to long-range planning for the department.

Specific Duties

1. Facilitate research and access to the Menil Archives for a wide variety of internal and external users.
2. Manage the appraisal, accession, arrangement, and description of archival collections in accordance with industry standards and best practices.
3. Develop and maintain arrangement and descriptive standards for databases, finding aids, and other tools to facilitate research and access to the Menil Archives holdings for internal and external user groups.
4. Provide archival oversight of the Records Management Program and Document Retention Schedule and advise staff on proper record-keeping practices for physical and born-digital records.
5. In consultation with librarians, curators, and others, identify documents and collections for digitization and develop an online presence for archival material. Coordinate and implement digitization workflows and procedures in consultation with Imaging Services.
6. Implement and maintain the established policies and procedures of the Archives. Collaborate on and advance digital preservation activities.
7. Manage the final stages of a database migration to the content management system ArchivesSpace, ensuring data accuracy, staff and public rollout, and continued management of ArchivesSpace.
8. Provide content expertise and input for the selection of future projects, as well as serve as project manager for archival projects.
9. Manage and work collaboratively with the Archival Associate

Qualifications

1. ALA-accredited Master's Degree in Library and Information Science with an emphasis in archives or Archival Certification
2. Two or more years of experience in an archives environment.
3. Art history background preferred. Experience in a museum setting is highly desirable.

Preferred Skills, Knowledge, and Abilities

1. Demonstrated experience with archival descriptive standards (DACS, EAD, etc.)
2. Experience with ArchivesSpace and FileMaker Pro.
3. Knowledge of records management policies and procedures, for both paper and born-digital records
4. Effective oral and written communication skills, including the ability to collaborate with staff at all levels across the institution and with outside organizations and vendors
5. Management experience strongly preferred. Position oversees a full-time employee and periodic fellows and interns.
6. Strong organization and time-management skills; attention to accuracy and detail is essential
7. A thorough understanding of intellectual property law, including “fair use” and similar copyright issues
8. Thorough working knowledge of current digital preservation standards and best practices
9. Knowledge of the conservation and preservation needs of archival collections in a variety of formats including analog and born-digital records
10. Demonstrated organizational, decision-making, and problem-solving skills including the ability to create policy; supervise staff, interns, and volunteers; prioritize and manage workflow, projects, and multiple tasks while meeting deadlines and solving problems in a dynamic environment
11. Ability to organize and prioritize tasks to meet deadlines and manage multiple projects concurrently
12. Experience processing archival materials and experience in archival appraisal, arrangement, description, preservation, and reference service.
13. Experience working with various physical formats including paper, sound recordings, video materials, and photographs

Benefits

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year on the job.

How to Apply

For immediate consideration, please email your resume and cover letter to hr@menil.org
You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.