

The Menil Collection Employment Opportunity

Title: *Archivist*

Department: Archives

Reports to: Librarian

General Responsibilities

The Archivist acts as a steward of the archives and materials pertinent to the history of the Menil Foundation.

Specific Duties

1. Perpetuate the unique holdings in the Menil Archives.
2. Manage the appraisal, accession, arrangement, and descriptive cataloging of the archives.
3. Develop and maintain a system for the storage and preservation of the archives.
4. Design databases to maintain an accurate inventory of the archives.
5. Maintain finding aids for records.
6. Bring cataloguing standards into compliance with industry standards, using EAD, controlled vocabularies and other tools
7. Provide content expertise and input for the selection of future projects, as well as serve as project manager for archival projects.
8. Assist users in interpreting collections and answering inquiries.
9. Design and maintain Records Management Program and Document Retention Schedule.
10. Design and implement an Electronic Records Management Program and Retention Schedule

Supervisory Relationship

Archival Associate

Requirements

1. ALA accredited Master's Degree in Library and Information Science with emphasis in Archives or Archival Certification.
2. Knowledge of archival cataloguing standards (EAD, Archivists' Tool Kit, etc.).
3. Experience with archival databases and database management.
4. Ability to lift and carry 30 pounds.
5. Knowledge of art museum practices.
6. Knowledge of Records Management policies and procedures, for both paper and electronic records.

7. French language competency preferred.

Salary and benefits competitive and commensurate with experience. Please send resume, cover letter, and salary expectations to: Director of Human Resources, The Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: smmaloch@menil.org