

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Archivist

Department: Repatriation, Archives, Records

Reports to: Archives Director

Salary Range: \$15.13 to \$20.47 per hour / (\$31,475 - \$42,584) Annually

Status: Non-Exempt

Level: 4

Opens: March 27, 2019

Closes: April 17, 2019

SUMMARY:

The Archivist is responsible for organizing historical records, materials, and artifacts. Proper maintenance of records, materials, artifacts, locating and collecting new materials, create and maintain an accessible computer database incorporating the newest technologies available, providing research assistance for users, authenticate historical records and items, copy materials to video, audio and computer formats as necessary and to maintain the integrity of existing collection utilizing the appropriate archival methods and care for collections.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Create and maintain inventories or records, historic materials and artifacts.
- Oversee the accession of new materials into the department.
- Maintain physical security and integrity of all collections through proper conservation.
- Management and organization of records, documents, artifacts, and other department materials.
- Perform research to locate and acquire records and materials relevant to the Odawa.
- Assist users in research endeavors.
- Assist other LTBB Odawa departments in work related tasks.
- Develop educational outreach initiatives.
- Attend and document LTBB Odawa events.
- Implement and maintain the LTBB Odawa Repatriation, Archives, and Records Management Policy.

EDUCATION AND EXPERIENCE:

Four years of relevant work experience, with two years working in an archives department, library, or museum required. Bachelor's degree in Museum Studies, Collections, or other related field preferred. Public speaking experience required.

COMPETENCIES:

To perform the job successfully an individual should demonstrate the following: the ability to work well with other individuals, departments, and outside organizations. The ability to work alone and be a self-starter. Contribute to a positive work environment, show respect and sensitivity to cultural differences. The ability to problem solve, set goals, and objectives. Demonstrate accuracy and thoroughness, prioritize and plan work activities. Have the ability to perform repetitive tasks.

KNOWLEDGE, SKILLS AND ABILITIES:**General**

- Ability to work as part of a team
- Strong skills in record, document, and artifact management
- Strong organizational skills
- Good communication skills, both written and verbal
- Travel to perform research, attend conferences, meetings, and other related duties
- Ability to perform without direct supervision

Language

- Ability to write reports, summaries, and business correspondence
- High levels of reading comprehension and critical analysis
- Effect public speaking capabilities

Computer

- Must have proficiency with various software packages including Microsoft Office (Word, Excel, Access, Outlook, PowerPoint), PastPerfect experience preferred
- Must be able to utilize appropriate equipment such as: scanners, digital cameras, audio recorders, printers, various computers (laptops, ipads, smart phones, etc.), and projectors
- Must be able to complete internet research and maintain database files

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to stand, walk, sit; use hands to finger, handles or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. Will work in a cool temperature and low humidity controlled environment.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid driver's license, reliable transportation and have an insurable driving record.

COMMENTS:

Indian preference will apply. Individual must be able to pass a criminal background investigation.