Part Time Archivist (Temporary)

Reports to Supervisor of Adult Services

This position was approved by Watertown Town Council on June 5, 2018 to be funded for Fiscal Year 2019 (July 1, 2018-June 30, 2019).

Primary Duties

- Accession, arrange, digitize, describe, classify or reclassify, and house or rehouse manuscript collections, photographs, maps, documents, and other material
- Create comprehensive cataloging information – either directly in our ILS (Sierra) or on cataloging workforms.
- Implement basic preservation methods according to current standards
- Make long term recommendations for preservation and access
- Recommend historical material for promotional attention via library website, digital displays, or blog
- Identify materials which need to be deaccessioned for content or condition
- Other duties as assigned

Minimum Qualifications

- MLS/MLIS with an educational concentration in archives or experience working independently or as a team leader in archives.
- Knowledge of proper archival preservation practices, current archival descriptive practices and standards
- Experience using Digital Asset Management Systems (DAMs) a plus
- Strong written and oral communication skills