

**Title:** Projects Archivist  
**Reports to:** Director of Archival and Library Collections  
**Status:** Part time, non-exempt (up to 20 hours per week; schedule to be determined)

### **Scope of Work**

The projects archivist assists with the extensive cataloging of the Society's archival and library collections, development of the Society's digital resources, and supports library operations.

### **Responsibilities**

- Create original and edit catalog records for the Society's printed, manuscript, photographic, and other special collections following established standards
- Create inventories and finding aids for the Society's archival collections
- Gather and record descriptive, technical, preservation, structural, and rights-related metadata
- Maintain quality, consistency, and application of metadata standards by following established guidelines
- Arrange, process, preserve, and describe specific collections within the Society's manuscript, photograph, map, broadside, ephemera, and rare book collections
- Collaborate with other library staff and the collections stewardship team
- Provide library reference services for the Society's collections as needed
- Other duties as assigned

### **Required Qualifications**

- Master's Degree in library or information science from an ALA-accredited program; or other relevant graduate degree; or working towards such a degree
- Broad understanding of library and archival collections management principles
- Experience creating original catalog records using professional metadata standards, including AACR2, MARC, RDA, EAD, DACS, and Dublin Core
- Experience scanning images and/or working with digital image files
- Technology competence and proficiency with Microsoft Office Suite
- Excellent research, written, and oral communication skills
- Strong planning and organizational skills with the ability to prioritize and multi-task
- Ability to function as a contributing team member in a project-oriented and shared decision-making environment
- Energetic, hands-on, friendly, and flexible
- Ability to lift boxes weighing up to fifty pounds and perform regular physical activity including climbing up and down stairs, kneeling, bending, and standing for extended periods of time
- All New Hampshire Historical Society staff are required to be fully vaccinated against Covid-19

## **Preferred Qualifications**

- Familiarity with MINT/MINISIS Integrated Archives, Library, Museum System; PastPerfect; Archivist Toolkit; and Photoshop
- Broad understanding of best practices and standards for digital collections creation and preservation
- Interest in and knowledge of United State history
- Familiarity with New England history and culture

## **About the New Hampshire Historical Society**

Founded in 1823, the New Hampshire Historical Society is the fifth-oldest historical society in the nation and one of New Hampshire's leading cultural organizations. It is the only institution devoted to saving, preserving, and sharing all aspects of New Hampshire's history.

The Society has saved and preserved the most extensive collection of objects, archives, books, and research resources related to New Hampshire history that can be found anywhere. Headquartered in the state's capital city, the Society uses its vast resources to serve thousands of adults and children each year through its library, museum, website, publications, exhibitions, public programs, and youth and school educational programs. In recent years the Society has undertaken major initiatives to serve more people and expand access in three focus areas: increased public programming; accelerated digitization of the collections and expanded access through an integrated online collections catalog; and increased support of New Hampshire social studies teachers and education.

The Society's key priority programmatic and organizational goals are: to enhance the lives of residents and visitors by fostering a greater appreciation of our common history and culture; to improve the quality of history, civics, and social studies education statewide; and to continue to strengthen the organization's financial sustainability.

The New Hampshire Historical Society is an independent nonprofit organization that receives no financial support from state government. It is financially strong and has a growing statewide membership. The Society is governed by a 22-member board of trustees and currently has a paid staff of 14 full-time and 11 part-time employees, supported by volunteers and interns. The Society has been accredited by the American Alliance of Museums since 1985. For more information, visit [nhhistory.org](http://nhhistory.org).

## **To apply**

Please send a letter of interest, including salary expectations, and resume as a single PDF file to Sarah Galligan, Director of Archival and Library Collections, at [sgalligan@nhhistory.org](mailto:sgalligan@nhhistory.org). Subject line of the email should read: "Projects Archivist: [Your Last Name]."