



THE EVANGELICAL AND REFORMED HISTORICAL SOCIETY POSITION DESCRIPTION

Archivist (Lancaster, PA)

Reports to: Board of Directors

General Description: The Evangelical and Reformed Archivist(s) is a key member of the Society and plays a pivotal role in helping the Society care for and promote its collections. S/he will be responsible for overseeing the acquisition, organization, cataloging, processing, care and accessibility of manuscript and print materials in collaboration with other staff, particularly with the Archivist at Eden Theological Seminary in St. Louis, MO.

This is a part-time position of 16 hours per week with an hourly rate of \$25.00.

Duties and Responsibilities:

The incumbent's specific duties will include, but not be limited to the following:

1. Establishes new and sustains former relationships with entities that originated in the Evangelical and Reformed Church and its predecessor denominations. Works with former entities to solicit annual funding to support the work of the Society.
2. Acquires new and relevant collections that include a financial gift to the Society.
3. Assists with grant writing and other fundraising as necessary.
4. Works with archives assistants to set priorities for processing collections.
5. Works with archives assistants and Archives Committee to regularly review and revise the Collection Policy.
6. Works with archives assistants to monitor, implement, review, and revise the suggestions of the collection assessment by History Associates.
7. Works with archives assistants to monitor the condition of the collections, recommend conservation measures, and remediation of climate conditions.
8. Works with archives assistants to monitor and order needed archival supplies.
9. Organizes, and reorganizes where necessary, current collections using acceptable archival standards and materials.
10. Catalogs all books coming into the collection using the enhanced/enlarged Library of Congress classification system.
11. Establishes guidelines for the processing and organization of collections such as local church records, manuscript collections, artifacts, photographs, artwork, maps, posters, media, digital collections, books, etc.
12. Prepares retention schedules, accessioning, deaccessioning, and creating finding aids.
13. Identifies out-of-scope manuscript materials and makes recommendations for deaccession.

14. Creates, for manuscript collections, brief biographies; for local church records, brief histories; for denominational boards, commissions, committees, etc., brief institutional histories.
15. Interprets the Evangelical and Reformed tradition by using material from the collections to write articles for the newsletters, Facebook, website, and for presentations to groups and meetings.
16. Answers reference questions pertaining to manuscript holdings as appropriate.
17. Submits a budget request to the Board of Directors for archival needs.
18. Assists with general library development and operations, including security, planning, policy-making and procedural issues. Also assists with building operations and general security.
19. Assists with the identification and development of any future facility needs, including any possible relocation of the archival collection.
20. Perform other projects as assigned by the Board of Directors.

Skills and Qualifications:

1. A minimum of three years working in an archives or historical library
2. Exceptional communication and relationship-building skills
3. Ability to lead and motivate colleagues
4. Strong attention to detail
5. A passion for the preservation of history and historical documents
6. Adept at managing tasks and balancing priorities

Preferred Qualifications:

1. Master's degree in Library & Information Science, particularly in the area of archival and record management
2. Certified Archivist through the Academy of Certified Archivists
3. Competence in Microsoft Office suite, Google technology, and archival collections management systems
4. Experience writing grant proposals, press releases, and/or fundraising letters
5. Membership and participation in the Society of American Archivists is a plus

Interested candidates should submit a cover letter, resume, and (3) professional references with current contact information to info@erhistoricalsociety.org. Candidates will be contacted via email to schedule an interview. If you have any questions about the application process please contact Alison Mallin at (717) 290-8734 or by email at info@erhistoricalsociety.org.

Deadline to submit application materials is January 15, 2022.