MFA ◼ The Museum of Fine Arts, Houston

Position Available

Title: Project Archivist
Reports To: Managing Archivist
Pay Type: Full-Time, Regular, Exempt, 35 hrs/week
Salary: Commensurate with Experience and Education
Benefits: Group Medical and Dental Insurance, Life and Long Term Disability
                              Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off,
                              Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule: Monday – Friday, 9am – 5pm
Work Location: Law Building, non-smoking facility

Responsibilities:

The *Project Archivist* assists in all aspects of managing the The Museum of Fine Arts, Houston's Archives and overseeing the materials pertinent to the history of the MFAH and our collections.

This individual will work directly with the Managing Archivist to coordinate the accessioning, arrangment, description and preservation of the permanent records of the MFAH in all formats. This individual will assist in providing access to archival collections of individuals or institutions closely associated with the MFAH. Additionally, the *Project Archivist* will be involved in implementing and maintaining the software and systems needed to meet the needs of housing digital materials in the Archives.

The *Project Archivist* will keep abreast of developments in the archival and standards communities, take a leadership role on special projects and initiatives, and serve as steward and ambassador for the Archives within the MFAH and professional community.

- Works to provide collection access and reference service to professional staff and scholarly public.
- Describes and processes analog records and manuscript collections.
- Manages creation of and access to EAD finding aids.
- Assists with digitization initiatives for archival materials including textual, photographic, architectural, and audio-visual items. Digital archive tasks would include scanning, metadata creation, workflow planning, file preservation and managing online access tools.
- Responsible for maintaining data, digital files, and databases related to the collections.
- Manages preservation of digital assets and born digital materials.
- Works with software tools including, but not limited to, Preservica and ArchivesSpace including ingesting materials, importing metadata, and running migration workflows.
- Assists with Archive Records Management Program for accession and destruction of materials according to guidelines.
- Works with and provides training for staff and volunteers.
- Assists with Archive projects including oral histories, physical and online exhibits,
- Keeps abreast of best practices and standards

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Skills, Knowledge and Abilities:
- Strong command of archival theory and best practices.
- Demonstrated knowledge of principles of content description and collection processing.
- Demonstrated familiarity with MARC, EAD, DACS, Dublin Core, and related standards.
- Familiarity with archival technical standards and controlled vocabularies
- Demonstrated ability to work with databases, data mapping and migration of data.
- Demonstrated familiarity with OAIS Reference model and TRAC principles required
- Ability to work independently and collaboratively and to think creatively.
- Excellent organizational skills with attention to detail and accuracy.
- Ability to supervise paraprofessional staff and volunteers.
- Excellent writing, verbal and interpersonal skills.
- Knowledge of and experience using retention schedules and records surveys.
- Knowledge of art history and/or museum operations desirable

Education and Experience:
- Masters in Archival Studies, Library and Info Science, or other other related academic credential required. Preferred educational achievements includes ALA accredited MLS with an emphasis in Archives or Archival Certification. ACA certification preferred.
- Two or more years of professional archival experience with similar duties required.
- Experience with digitization and volunteer projects preferred.
- Experience providing reference service, processing records and validating EAD finding aids preferred.
- Experience with born-digital records archiving and trustworthy digital repository preferred.
- Experience with developing, utilizing and documenting workflows preferred.
- Art history background preferred. Experience in museum setting highly desirable.

How to Apply:
Send resume to Human Resources, Job   19-058ARC, P.O. Box 6826, Houston TX 77265-6826;
Fax 713-639-7508 or email: jobs@mfah.org