

# MFAH The Museum of Fine Arts, Houston

## **Position Available**

Title:	Managing Archivist
Reports To:	Chief Librarian and Archivist, Hirsch Library
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 *Managing Archivist* acts as steward of The Museum of Fine Arts, Houston's Archives, overseeing the materials pertinent to the history of the MFAH and our collections.

The *Managing Archivist* will coordinate the accessioning, arrangement, description and preservation of the permanent records of the MFAH in textual, architectural, photographic, audio/visual, micrographic and multimedia formats. Additionally, this individual is responsible for maintaining and providing access to archival collections of individuals or institutions closely associated with the MFAH.

Other major areas of responsibility include the implementation and operation of the institutional records management program, the initiation of outreach efforts, development of departmental goals, and the administration of grants and special projects.

The *Managing Archivist* will keep abreast of developments in the archival and standards communities as well as open source and proprietary tools for collection description and management; designs and advises on the development and acquisition of internal databases accordingly. The *Managing Archivist* may provide reference service to the MFAH staff and public; processes photographic and digitized textual materials; and will oversee and enhance the departmental volunteer program.

- **Administration:** Participates in the organization, planning, and assessing of departmental workflows, space and environmental needs; develops an annual departmental budget; initiates and administers grant projects; develops departmental web site; analyzes user and web site statistics; initiates outreach activities; participates in collaborative efforts and gives presentations in order to raise profile of archives; furthers collegiality by providing professional advice to others in the archival community. Supervises one (1) F/T staff member, as well as project volunteers and 1-2 summer interns.
- **Arrangement, description and preservation:** Applies professional standards to the processing, arrangement and preservation of records; oversees creation of finding aids and creation of MARC catalog records for OCLC; creates records in MARC and ISAD(G); reviews, recommends and oversees reformatting of audio-visual materials.
- **Assessment and acquisition:** Assesses institutional records unscheduled in the current MFAH Records Management Guide. Solicits and conducts oral histories with individuals closely associated with the MFAH.
- **Reference:** Provides reference service to MFAH staff and public. Oversees

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maintenance of reference files on MFAH's history, exhibitions, annual events, and artists index to non-annual group shows.

- **Records Management:** Oversees the institution's records management program. Collaborates with the Legal Department on the implementation of a revised records retention schedule.

## **Knowledge and Abilities:**

- Excellent organizational skills with attention to detail and accuracy
- Ability to supervise staff of professional archivists, paraprofessional and volunteers
- Excellent writing, verbal and interpersonal skills
- Knowledge and experience using retention schedules and records surveys
- Familiarity with archival descriptive structure standards such as Dublin Core, EAD, ISAD(G), MARC, and RDA
- Knowledge of descriptive content standards and best practices, particularly DACS
- Familiarity with archival technical standards and controlled vocabularies
- Familiarity with other software such as Adobe Photoshop and SharePoint
- Ability to manage a 3,600 linear ft. collection
- Knowledge of art history and/or museum operations desirable

## **Education and Experience:**

- Degree in library sciences, archival management or other related academic credential required. Preferred educational achievements includes ALA accredited MLS with an emphasis in Archives or Archival Certification
- Extensive knowledge of archival cataloguing standards (EAD, DACS, Archivists' Tool Kit, etc.)
- Extensive demonstrable experience with archival databases and database management
- Experience digitizing archival materials
- Knowledge of museum and records management policies, practices, and procedures
- 5+ years of archival experience required, museum experience preferred

## **How to Apply:**

Send resume to Human Resources, Job 19-011ARC, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: [jobs@mfah.org](mailto:jobs@mfah.org).