



JOB BULLETIN: JOURNEYMAN ARCHIVIST—NOME, ALASKA

The Journeyman Archivist is the professional archivist responsible for processing two archival collections – the Carrie M. McClain and the Clara Mielke-Richards Collections over the course of six weeks at the Carrie M. McLain Memorial Museum (CMM) in Nome Alaska. The Journeyman Archival Processing Program, sponsored by the Alaska State Historical Records Advisory Board (ASHRAB), is utilizing resources provided by the National Historical Publications & Records Commission, a granting arm of the National Archives.

EXAMPLES OF DUTIES:

Organize, arrange and describe a significant volume of records in a variety of formats, including: a substantive number of photographic prints/negatives, letters, essays, and pamphlets within two collections.

Create two finding aids (spreadsheet/database) that provide detailed descriptions of archival content that the Repository will post online.

Prepare a three to five page activity report.

Author a one-page report for submission to an archival newsletter.

KNOWLEDGE, SKILLS & ABILITIES:

Working knowledge of the theory, principles, methodology, applications, professional standards and ethics that guide archival work.

Working knowledge of policies and procedures that govern archival practices.

Working knowledge of archival principles of arrangement and description.

Working knowledge of personal computers, relational databases, and software applications.

Skill in communicating with others, both orally and in writing.

Ability to exercise sound judgment and make logical decisions.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college/university in any major subject area;

AND

Two years of professional archival work experience at the entry level. The required experience includes work such as Archivist I with the State of Alaska or the equivalent with another employer.

OR

Substitution:

Master's degree from an accredited college/university with a major in history, library studies, public administration, anthropology, computer studies, cross-cultural studies, legal studies, Northern studies, political science, information and records systems management, sociology or social science, or another closely related field;

AND

One year of professional archival work experience at the entry level. The required experience includes work such as Archivist I with the State of Alaska or the equivalent with another employer.

SALARY:

\$7,500 (to be paid by Repository in two tranches--after three weeks' work and at the conclusion of six weeks' work.) [The State Archivist, coordinator of the ASHRAB, will transfer funds to the sponsoring Repository who will pay the archivist.] A travel allowance up to \$1,500, supplied by the State Archivist, will be reimbursed for transportation and meal expenses to/from the sponsoring Repository.

SCOPE OF WORK:

The journeyman archivist will identify, organize, preserve, and share two high-value research collections online over the course of six weeks' labor between February and May 2016.

How to Apply:

Applicants may submit a letter of application and resume to:

Dean Dawson, ASHRAB Coordinator
dean.dawson@alaska.gov

The ASHRAB Coordinator and successful journeyman archivist will execute a *Memorandum of Agreement*, which will include a list of expectations for the archivist. Applications must be received by January 15, 2016. Contact Dean Dawson via email or 907/465-2276 if you have any questions.