

WSJHS Archivist

This is a part-time position with a pay rate of \$25/hour working approximately 10-20 hrs./week (dependent on skillset, existing projects, and may vary)

Responsibilities:

- Serve as the professional resource for the WSJHS, the Hear O'Washington (HO'W oral history) Committee, the WSJHS Archives Committee and the liaison at the UW Special Collections and participate in any necessary and agreed upon meetings of all the related committees
- Seek and appraise potential donations of collections relevant to the Jewish experience in Washington State - acquire both additional materials to existing collections as well as new materials
- Work to implement the Permanent.org Archival Management system – setup, protocols, and accessions into the new system
- Make assessments of any potential materials for either Permanent.org, WSJA, or WJM accessions
- Maintain the relationships with current and potential donors of archival materials for the collection, and make requests for the funds necessary to support both maintenance and additional acquisitions
- Oversee and implement arrangement and description of the collections
- Collaborate with Special Collections staff to improve access to the collection through online catalogs and databases and other digital discovery tools
- Assist with the Oral History Program and work to accession the interviews in either or both the WSJA and/or the WJM/Permanent.org Archival Management System
- Respond to in-person, email, phone, or mail reference requests, when necessary, after they have first been vetted by UW Libraries staff and volunteers
- Select, train, and supervise student assistants and volunteers
- Provide research and administrative support to the Washington State Jewish Historical Society projects and publications continually and on special assignments
- Provide the WSJHS with statistics including listings of new acquisitions
- Work with the WSJHS staff on Washington Jewish Museum, a digital museum, exhibits
- Participate in grant writing and seek new opportunities for grants
- Other duties as assigned

Qualifications:

- Relevant experience processing archival materials in a research library or archival setting and developing finding aids
- Familiarity with archival technology
- Strong written, verbal and interpersonal communication skills
- Ability to work independently and in a team environment
- Ability to work creatively in a rapidly changing environment
- Skills with Microsoft products (Office365), basic skills with cloud storage, filing systems, and collaboration

- Ability to lift, move, and carry materials

Desired:

- ALA accredited MLS/MLIS/IS degree with specialized courses in archival enterprise or an advanced degree in an applicable subject field with archival management
 - Knowledge of Dublin Core and ability to implement best practices with Metadata in new WSJHS Archives Management platform Permanent.Org
- Familiarity with ArchivesSpace (used by UW Libraries) technology
- Familiarity with the DACS and EAD descriptive standards
- Experience supervising the work of others
- Experience writing grant proposals
- Experience working with or knowledge of the Jewish community

Schedule to be set in consultation with the position supervisor.

Reporting to the Executive Director of the Washington State Jewish Historical Society (WSJHS) and working with the staff of the WSJHS, librarians and staff of the University of Washington Libraries Special Collections, the Archivist manages the Washington State Jewish Archives (WSJA). The Archivist appraises, collects, arranges and describes archival materials that document the Jewish experience in Washington State.

This position will work as a hybrid - remotely and occasionally in-person at the University of Washington Libraries Special Collections and also in person at the WSJHS offices at the Stroum Jewish Community Center, as well as participate in some WSJHS events online and in-person. The person in this position will either work with or, depending on skillset, as the WSJHS Digital Curator in implementing best curation and management practices and sourcing materials from the Washington State Jewish Archives. Also, dependent on skillset, hours may be increased.

Submit your cover letter and resume to info@wsjsh.org or through the WSJHS website: https://www.wsjhs.org/about/employment_application.html

The Washington State Jewish Historical Society's mission is to preserve and present the history of Jewish life in Washington state. The Society fosters awareness and appreciation of the experiences, the diverse culture, and the significant contributions of Jews, past and present. We build bridges with communities by sharing the stories of our collective histories and serving as an educational resource.

Background: The Washington State Jewish Archives is a collaboration of the WSJHS and the University of Washington Libraries Special Collections that collects, preserves, and provide public access to archival materials relating to the Jewish experience in Washington State. Founded in 1968, the WSJA, housed at the UW Seattle campus, consist of organizational records and personal papers, memoirs, correspondence, photographs and more than 500 recorded and transcribed oral interviews with members of Jewish communities throughout the state. The Archivist has workspace in the Special Collections staff offices.