

Loretto Literary and Benevolent Institution
Job Description - Archivist for Loretto Heritage Center

We work for justice and act for peace because the Gospel urges us

Title: Assistant Archivist for Loretto Heritage Center

Status: Full Time (40 hrs/wk) Salaried

Salary and Benefits: \$33,000-\$37,000 commensurate with experience and demonstrated skill.
Full health benefits, holiday and vacation schedules

Salary Listed: annual; health insurance; holidays; vacation/personal time

Supervisor: Director of Loretto Heritage Center

INTRODUCTION AND SUMMARY:

Located in rural central Kentucky, the Loretto Heritage Center is home to a professional museum and institutional community archives. The Assistant Archivist's work will be directed by the archivist and curator of the Heritage Center. They will share responsibility for processing, managing, and caring for the institutional archives, personal papers, and photograph collections, which span Loretto's 200-year history of education and social justice advocacy. The processing of personal papers of deceased members and inactive institutional materials forms a significant portion of the Assistant Archivist's responsibility. In addition to paper records, the Assistant Archivist will also focus heavily on the preservation of digital materials. The Assistant Archivist will also aid in research for museum exhibits and museum programming, with a focus on educational outreach.

QUALIFICATIONS:

Education and Experience

- Masters degree or equivalent in Archival Studies, or an equivalent degree in Public History or Library Science with a concentration in Archival Studies.
- A minimum of two years of full time, professionally supervised internship, and/or two years' supervised employment in archival practice.
- Supervised experience in all aspects of archival work: acquisitions and accessioning; processing and describing; reference; preservation.
- Current knowledge and ability to move forward with born-digital records management, digital preservation, web-based catalogue sharing, and digitization projects.

- Supervised experience in museum work including visitor interactions and exhibit planning, design, and fabrication.
- Understanding of events and issues of United States history of the 19th and 20th centuries sufficient to contribute historical perspective and intellectual leadership in areas of women's history, history of U.S. education, social and cultural problems, and American Catholicism.

Additional Qualifications

- A strong sense of responsibility, confidentiality, collegiality, and personal initiative.
- Flexibility and openness to interactions with the resident community of Loretto members.
- Ability to interact comfortably with individuals of all ages and from all kinds of backgrounds.
- Ability to receive supervision, work collaboratively with others and self-confidence to give direction and support to colleagues, interns, and volunteers working with the collections.
- Excellent oral and written communication, keen analytical skills, confident public speaking.
- Full command of Microsoft Office applications, and the knowledge or ability to rapidly acquire functional skill in an Apple computing environment.
- Experience with Filemaker Pro, image editing applications, and publishing applications.
- Ability to regularly lift 40 lb. boxes.
- Ability and willingness to use ladders.
- A current Kentucky driver's license or ability to attain one within 30 days of employment; occasional travel is required.

RESPONSIBILITIES:

- Processing a large range of archival materials; including composing comprehensive descriptions into a digital catalogue
- Preservation of physical and digital materials
- Explore and create digital solutions for capturing and preserving born-digital communications
- Reference support for the Loretto Community and public researchers
- Writing and sharing the Loretto legacy through the Heritage Center blog ([LOREtto](#)), Facebook ([@LorettoHeritage](#)), Instagram ([@LorettoHeritage](#)), and other Loretto media
- Creating education and outreach activities for the general public and for Loretto groups and legacy schools

- Share duties as docent for the museum at least once a week and one weekend a month
- Collaborate with the Museum Curator and the Archivist on the use of archival holdings in developing new exhibits and museum programming for the region.
- Develop a strong network of professional relationships and actively participate in professional organizations

PROFESSIONAL EXPECTATIONS:

- Maintain professional standards of performance, demeanor, and appearance at all times.
- Perform tasks and responsibilities in a complete and timely manner.
- Maintain a creative, team-building, cooperative approach to job performance and seek to bring a constructive, problem-solving orientation to all tasks.
- Maintain an awareness of Loretto’s mission and work to promote expressions of Loretto’s mission. Exercise discretion and professional judgment at all times.
- Actively strive to upgrade personal skills through engaging in appropriate professional training experiences.
- Perform other duties related to this job description, as assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. While performing the duties of this job, the employee is regularly required to talk, hear and sit.
2. The employee must regularly lift and/or move up to 40 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.