



Position: Archivist

Salary: \$48,500 - \$51,000

Department: Museums, Education and Interpretation

FSLA Status: Full Time, Exempt

Work Conditions: Office environment in a combination of areas: historic fortress, general grounds area, museum building, visitor center. Requires walking moderate distances outside in all types of weather, over brick, stone and dirt pathways. Moderate lifting; ability to climb ladders and stairs. 40-hour work week, 8:30 am-5:00 pm Monday-Friday; may require some evening and/or extended weekend, and holiday work. Is available when needed in the off hours to respond to emergency situations pertaining to the collections. Some minimal travel is required. Telework or alternate work schedule not authorized.

Reports to: Director of Museums, Education and Interpretation

The Fort Monroe Authority's (FMA) archive contains approximately one hundred thousand photographic images, contact sheets, negatives and slides; more than five hundred reels of microfiche, hundreds of personal scrap books/albums, as well as official military documents, textual documents, press releases, memoranda, ephemera, memorabilia, and publications. In addition, FMA is required to maintain all its official records in accordance with Virginia Public Records Act (VPRA).

The FMA archives are currently housed in 3 separate locations that requires the archivist to move amongst the spaces to conduct research and general management. There is no automated cataloging system in place, which requires the use of several different manual systems until all records can be accessioned into one comprehensive system. The space containing the vast majority of documents, books etc have no environmental controls. The archivist is required to work in spaces with no climate controls for heat or air conditioning.

Under general supervision, the Archivist provides comprehensive archival management of varied collections in accordance with accepted standards and practices of archival management; ensures the preservation of collections; plans and provides direct support for exhibitions and publications; assists with broader program collections; utilizes sound organizational and management skills; and performs related duties as assigned. The Archivist receives supervision from the Fort Monroe Authority's Director of Museums, Education and Interpretation (MEI) and provides technical direction to assigned staff, volunteers, and interns.

Responsibilities:

- Manages daily operations for the FMA archive, located in two separate facilities
- Applies professional archival principles and methods to the management of the FMA archive.
- Assists with the archiving of FMA's official records in accordance with the Virginia Public Records Act (VPRA).
- Executes sound preservation practices, use of collection information management systems and the conduct of collection outreach.
- Plans and manages processing and cataloging of archival materials.
- Assures accuracy and completeness of collection documentation.
- Manages the collaboration with digitization specialists on coordinated processing and digitization of the archive.
- Facilitates access to, and promotes the use of, the FMA archive by scholars and researchers.
- Responds to research inquiries.
- Provides direct support to the Education and Program Managers with archives and research.
- Assists with researching and documenting intellectual property rights and managing licensing requests. Establish and maintain control over physical and intellectual media including paper, film, and electronic.
- Seeks, prepares and submits grant proposals related to the archive and manages funded projects.
- Assists with contracts and provides overall management and direction to consultants, contractors, interns and volunteers.
- Supports and helps to coordinate archive-related programs, including curatorial and other projects of the FMA.
- Provides content, images, copies of primary documents etc from both the FMA Archives and other sources, for new exhibits (permanent and temporary)
- Develops expertise related to the history of Fort Monroe and Old Point Comfort and represents FMA at professional meetings to advance knowledge and appreciation of the archive collection.
- Conducts historical research to support the mission of the Fort Monroe Authority
- Determines the characteristics of documents pertinent to their acquisition such as form, uniqueness, quantity, availability, and information content; analyze the physical condition of documents and determine appropriate preservation actions and priorities.
- Identifies document sources by applying knowledge about subjects and organizations that create, receive and accumulate documents appropriate for acquisition.

- Makes retention recommendations or decisions concerning documents by appraising such characteristics as their legal, fiscal, administrative, informational, and/or intrinsic value.
- Establishes and maintains records of communications with creators and/or potential donors of documents.
- Determines appropriate actions regarding user requests by providing information from documents and access to documents, making referrals to other sources or denying the requests for information.
- Designs and implements a description plan by developing finding aids as guides, inventories, registers, series descriptions, and folder lists.
- Monitor federal, state and local statutes relating to collections; maintain programs and collections to ensure compliance.
- Plan and implement automated systems for archival collection management; utilize appropriate technologies to manage archival programs.
- Works with FMA Director of Museums, Education and Interpretation to develop, monitor, and evaluate short- and long-range archive project plans and ensures adherence to project deadlines.
- Supervises and manages volunteers and archival interns assigned by the Internship Program Coordinator
- Assists Director, MEI in the practical formulation of goals and objectives.
- Contributes to budgetary and narrative project reports.
- Reports data relevant to the archive, including activities, metrics and project results.
- Conducts presentations on FMA archives, completed research and various historical topics.
- Creates programming materials to support area military organizations, designs staff rides.
- Conducts public and educational programs using artifacts and objects from the collection.
- Produces audio and video content for special programs to promote the conservation and preservation work.
- Mentors and works with high school and college interns.
- Provides written products and images for social media posts for FMA; manages the Casemate Museum Facebook page.
- Performs all other duties as assigned.

Qualifications:

Education: Bachelor's degree required. Master's degree in archival studies, history, library and/or information sciences or a related field with course work in archival methods and theory preferred.

Experience: At least five years of progressively responsible experience in archival administration, preferably with experience in computerized collection management systems utilized by archives with historical holdings. Experience working with military documents, Army manuals and official DOD publications a plus. Must be able to use Microsoft Office Suite.

Or combination of Education and Experience.

