



**Position Title:** Archivist  
**Department:** Research Collections and Services  
**Location:** Santa Fe, NM  
**Pay Range:** \$25.00 - \$28.00  
**Hours:** Full-Time, Non-exempt

### **Position Summary**

The Archivist is responsible for managing archival collections and institutional records including: accessioning, describing, preserving, and creating finding aids for physical and digital materials. Manage and maintain the archive database, archive storage systems and inventories, and security of archival materials. Work collaboratively on the development and maintenance of the records management program. Support archive and library digital imaging activities such as: digitization, item-level descriptions and image cataloging, distribution of digital assets, and rights research.

### **Responsibilities include but not limited to**

#### **Archival Collections and Management**

- Process, rehouse, and describe archival collections
- Work collaboratively to manage archival data in different systems and the archives database
- Work collaboratively to prepare archival materials for exhibition, including assessment of condition and item-level cataloging in different systems
- Work in collaboration with staff to oversee volunteers and interns
- Support preservation of archival material

#### **Digitization**

- Prioritize archival collections and items for digitization
- Work collaboratively to implement digitization workflows
- Support digitization efforts to increase public-facing digital assets and metadata

#### **Records Management**

- Assist with tasks and procedures related to the life cycle of institutional records, including transfer of materials to the archives, destruction of materials, and permanent retention in the institutional archives

#### **Special Projects or Additional Duties:**

- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position

### **Background and Qualifications**

- 2+ years' experience working in Archives, library, or records management - Required
- Master's Degree in Library, Information, and/or Archival Science, History, Art History, or a related field – Preferred
- Bachelor's Degree in History, Art History, or a related humanities field - Required

### **Skills and Abilities**

- Attention to detail and highly organized
- Self-motivated and performance-driven with ability to work independently and in a team
- Strong written and oral communication
- Ability to prioritize multiple projects and tasks
- Proficient in using technology including databases (such as collections management systems); ability to evaluate and learn new software to support strategies for preserving and cataloging archival materials
- Knowledge of current archives standards and best practices, such as DACS, and relevant guidelines pertaining to access and preservation

### **Benefits**

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term Disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

**To be considered, please send your resume to:**

**[Jobs@okeeffemuseum.org](mailto:Jobs@okeeffemuseum.org)**

*The Georgia O'Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.*

Applicants must be authorized to work in the US for any employer, without needing sponsorship.