**This is a 3-year term appointment with the possibility of extension.**

The MIT Libraries seek an Archivist to join the service-oriented and innovative staff of the Institute Archives and Special Collections. The Collections Archivist will ensure the acquisition, management, description, and access to archival collections, and will participate in activities of the records management program. The “Digital MIT” initiative to transform processes to digital has increased the Institute’s need for enhanced archival and records management activities.

The primary focus of the Collections Archivist is to work with staff in defining best practices related to archival content management, both in analog and digital form. The Archivist will contact offices, faculty and staff regarding archival content of enduring historical value, participate in donor solicitation, and act as a liaison to MIT Libraries’ subject liaisons for issues regarding archival collection development and management. Some specific responsibilities of the position include:

- Preparing and managing transfer of archival collections, including coordinating the gift agreement process.
- Accessioning and preparing collections for use utilizing the Archivists’ Toolkit ([ArchivesSpace](#)); reviewing rights and access issues; and preparing descriptions for finding aids.
- Developing and documenting procedures and workflows and creating and updating web content and manuals to support effective collection development and management of content.
- Working closely with the Metadata Archivist and Digital Archivist and participating in accessioning/ingesting born-digital content as assigned.
- Serving as the contact for the outsourced temporary-records storage program, maintaining documentation, permissions, and annual destructions.

The Collections Archivist will report to the Associate Head, Institute Archives and Special Collections and will have direct supervisory responsibility for one Archives Collections Associate. S/he will participate in staffing the Archives reference desk and assist with outreach efforts, and s/he will participate in committees and projects within MIT Libraries and beyond. The Collections Archivist is expected to keep current with emerging standards and best practices in the field.

**REQUIRED QUALIFICATIONS** for the position include:

- ALA-accredited MLS/MLIS or Masters degree in history or relevant subject/field.
- Minimum one-year professional-level experience acquiring and managing archival material in an archives or library.
- Demonstrated knowledge of archival and records management theory and practice including issues related to intellectual property, ethics, content management, preservation, and access.
- Experience with an archival content management system and technologies applicable for the archival environment.
- Experience with records management and electronic records issues.
- Experience with descriptive metadata standards including MARC, DACS, Dublin Core.
- Experience with EAD data structure standard.
- Excellent interpersonal skills, including ability to collaborate effectively within and across organizational boundaries, to work successfully with a diverse population, and to exercise appropriate diplomacy and tact in working with a wide variety of customers.

(over)
• Strong communication skills including ability to write and document clearly.
• Strong organizational and analytical skills with proven success in independently prioritizing work and managing competing deadlines.
• Demonstrated ability to be flexible, tolerate ambiguity, adapt to change and successfully work in a fast-paced, dynamic environment.
• Supervisory experience or demonstrated potential to be an effective supervisor.
• Ability to regularly lift and move records boxes weighing up to 40 pounds.

Preferred
• Experience with Archivists’ Toolkit.
• Experience with DSpace software platform.
• Knowledge of MODS, METS, Premis data standards.
• Experience working in an academic institution.
• Knowledge of the history of science and technology.

SALARY AND BENEFITS: $53,000 minimum. MIT offers excellent benefits including a choice of health and retirement plans, a dental plan, tuition assistance and a relocation allowance. The MIT Libraries afford a flexible and collegial working environment and foster professional growth of staff with management training and travel funding for professional meetings.

Apply online at: http://hrweb.mit.edu/staffing/. Applications must include cover letter, resume, and contact information for three references. Review of applications will begin January 27, 2014 and will continue until position is filled. MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and minority candidates.

The MIT Libraries support the Institute’s programs of research and study with holdings of more than 2.9 million print volumes and 3.1 million special format items, and terabytes of MIT-owned digital content. In addition, rare special collections, Institute records, historical documents, and papers of noted faculty are held in the Institute Archives and Special Collections. Library resources and services are accessible to students and researchers through the Libraries’ website (http://libraries.mit.edu/), and library spaces are widely available for both collaborative work and quiet study. Library resources are supplemented by innovative services for bioinformatics, GIS, metadata, social science and other research data. Through a culture that encourages innovation and collaboration, the MIT Libraries are redefining the role of the 21st century library – making collections more accessible than ever before, and shaping the future of scholarly research. Library staff, at all levels, contribute to this spirit of innovation and to the mission of promoting learning, discovery and the advancement of knowledge at MIT and beyond.

The Libraries maintain memberships and affiliations in ArchivesSpace, arXiv, Association of Research Libraries, the BorrowDirect, Boston Library Consortium, DDI Alliance, DuraSpace, HathiTrust, CLIR/Digital Library Federation, Coalition of Networked Information, Coalition of Open Access Policy Institutions, EDUCAUSE, National Digital Stewardship Alliance, NISO, North East Research Libraries, OCLC Research Library Partnership, and ORCID. The Libraries utilize Ex Libris’ Aleph for its integrated library system and have recently deployed EBSCO’s Discovery Service. DSpace@MIT, a digital repository developed over the past ten years by the MIT Libraries, serves to capture, preserve and communicate the intellectual output of MIT’s faculty and research community. Other MIT repositories include: Dome, a second DSpace instance, providing access to a sizable image collection and other digital collections owned by the MIT Libraries; the MIT Geodata Repository for a diverse collection of GIS Data; and MIT’s DataVerse for licensed social science datasets.

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