



Institute Archivist (**Mgmt 3, Library - Collections**)

Reporting to the Head of the Department of Distinctive Collections, and in collaboration with colleagues, the Institute Archivist play a key leadership role in building, stewarding, and promoting use and engagement with collections documenting all aspects of the Institute, including administrative, educational, research activities, and the diverse experiences of the MIT community of faculty, staff, and students.

In Distinctive Collections (DDC), our holdings are unified by their uniqueness and rarity. Our collections range across disciplines, time periods and formats, with strengths in science, technology, architecture, and the history of MIT. The collections of the Institute Archives encompass the administrative, educational, cultural, and social activities of the Institute and the MIT community. The records and archival collections include the organizational records of the Institute and the various departments, labs, and centers (DLCs), as well as faculty papers and research, curricula, Institute publications, and materials that document student and community life.

The Institute Archivist (IA) is the lead in supporting [MIT Policy 13.3](#) and [MIT Policy 13.4](#), which covers stewardship of both MIT's permanent archival records and MIT's temporary records program. In collaboration with DDC's Collection Strategy and Digital Initiatives Manager, the IA will provide strategic leadership in documenting MIT and its impact on the world, and will collaborate with the Public Services Manager to actively promote use and engagement with these distinctively MIT collections. The IA collaborates with the Secretary of the MIT Corporation, as well, to ensure compliance with Institute policy and legal information requirements. Responsibilities of the Institute Archivist includes supervision of the Institute Records Manager.

RESPONSIBILITIES:

Collection Development and Records Management (40%)

- Manages collections development efforts related to collecting from and about the Institute (official records, publications, faculty research and papers, and community and student life), including the donor negotiation, appraisal, acquisition, accessioning, and management of these Institute-related collections
- Negotiates terms for the Deed of Gift with collection donors and coordinates with the Office of Recording Secretary to execute Deeds of Gift for personal archives of faculty or alumni
- Strategizes, in collaboration with the Archival Processing Manager, on the arrangement and description of Institute Archives collections, including prioritizing collections for processing and developing processing initiatives and projects
- Participates in the collection development group, including proposing new acquisitions, assessing donation offers with input from Libraries' stakeholders, and collaborating on joint projects
- Leads the effort to document the diverse voices and experiences of the MIT community, past and present, and commits to working with individuals and groups who are underrepresented in the collections
- Supervises the Institute Records Manager to ensure that Institute records of permanent value are appropriately retained and that temporary records are appropriately stored and destroyed according to Institute retention schedules

- Builds and maintains Institute and personal collection donor relationships through in-person meetings, correspondence and outreach activities
- Documents diverse voices and communities across campus, particularly in collaboration with student and alumni groups
- Interprets restriction and access policies and ensures that access to MIT records and archival collections is in accordance with MIT Policies, Deeds of Gift, and state and federal statutes by developing or updating DDC policies approved in collaboration with the DDC management circle
- Develops technology projects and strategizes how to improve discoverability of material in collaboration with the Collection Strategy and Digital Initiatives Manager
- Participates in preservation activities and strategy decisions related to Institute collections

Community Engagement (30%)

- In collaboration with the Public Services Manager supports instruction and outreach activities that relate to the history of MIT, as needed
- Supports Institute administration, Alumni Relations, Resource Development, and the Corporation in areas related to confidential research and reference services using the Institute Archives collections in collaboration with the Public Services Manager
- Develops relationships with key communities and stakeholders across the Institute, maintain strong relations with faculty, administrators, donors, and alumni, and pursue collaborations and partnerships to support community engagement and programming, and documentation of Institute history
- Promotes student and community engagement with Institute Archives collections and acts as an advocate and representative of the DDC to the Institute community past and present, as well as to external organizations and individuals in conjunction with the Public Services Manager

General Department Activities (20%)

- Provides research consultation and instruction including regular hours at the reference desk
- Serves as a member of the Libraries' Emergency response team
- Contributes significantly to departmental planning as a member of the DDC management circle

Professional Leadership (10%)

- Stays current with advances in archival technologies, information management standards, compliance methods, and systems for sustainability and long-term access of archival collections
- Engages in professional activities through professional associations, meetings and conferences, teaching, research and writing
- Participates in local and library-wide committees/teams/groups or projects and will perform other duties as assigned.
- Professional exchange of knowledge across the Directorates/department and the Libraries

REQUIREMENTS:

- Master's degree from an ALA-accredited program with a concentration in archival studies, master's degree in archives and records administration or archival studies, or an advanced degree in history with archival certification (Certified Archivist).
- Minimum 5 years of professional experience in processing, acquiring, and patron services with records-based archival collections.
- Supervisory experience

- Experience managing archival collections and institutional records
- Experience or coursework in records management.
- Demonstrated ability to work well with diverse groups of people; to productively handle relationships and conflicts; and to embrace the values of equity, diversity, inclusion, and social justice in working with people, collections, and systems
- Demonstrated ability to work collaboratively and effectively both as a team member and independently and to promote teamwork among colleagues
- Knowledge of and experience with descriptive standards such as DACS, EAD, and Dublin Core.
- Experience working with one or more collections management systems, content management systems, and/or digital preservation systems (e.g., DSPACE, Archon, ArchivesSpace, CONTENTdm, etc.)

We expect candidates to be stronger in some qualifications listed above than others; we are committed to helping our future colleague expand their skills, as well as learning from their areas of strength.

Preferred:

- Experience managing large processing projects, and/or working with extensive backlogs of archival materials
- Experience managing archival collections and institutional records in an academic setting
- Coursework or training in digital archives, including knowledge of accessioning and processing methodologies relating to born-digital materials and understanding of digital preservation
- Demonstrated ability to provide reference service related to archival materials
- Experience with environmental monitoring, disaster planning, preservation, reformatting, and data migration

SALARY AND BENEFITS: This job is a pay grade 10 with the following range:

\$94,090

\$125,805

\$157,520

Actual salary will depend on qualifications and experience. MIT offers excellent [benefits](#) including a choice of health and retirement plans, a dental plan, tuition assistance, and fully subsidized MBTA passes for local bus and subway service. Flexible work arrangements, including flex-time and telecommuting, are considered for positions that meet established criteria. The MIT Libraries is a collegial and supportive working environment and fosters professional growth of staff with management training and travel funding for professional meetings

APPLICATION PROCESS: Apply online via <http://careers.mit.edu/> Applications must include a cover letter and resume. Priority will be given to applications received by **September 29th, 2023** position open until filled. MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and minority candidates. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multi-cultural, diverse and inclusive workplace, and who strive to incorporate those values in their work and interactions are encouraged to apply. Please reach out to lib-hr@mit.edu with any questions regarding this role.

ABOUT THE MIT LIBRARIES:

The MIT Libraries support teaching, learning, and research across the Institute, with millions of resources, deep expertise, and five campus locations where our community consumes and creates knowledge. Our organization is on an exciting journey of transformation, pursuing a digital-first model for research libraries and prioritizing an open scholarship agenda. We aim to exercise bold leadership in defining a model for research libraries in the future, with innovative spaces like the newly renovated Hayden Library and a focus on supporting data-intensive and computational research and learning.

We strive to do great things, powering the MIT community to solve complex problems in the service of humankind, and each member of our 146-person staff has a role to play in pursuing that vision. We're constantly adapting to the rhythms of a changing world, and we welcome candidates who can help us do that in thoughtful and strategic ways that center our mission and values.

MIT Libraries is an environment that welcomes any body, any mind — including all genders — and particularly encourages applications from underrepresented minorities, women, disabled applicants, and veterans. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multicultural, diverse, and inclusive workplace and who strive to incorporate those values in their work and interactions are encouraged to apply.

BACKGROUND CHECKS:

Employment is contingent upon the completion of a satisfactory background check

VISA SPONSORSHIP: MIT sponsors visas only for certain academic and research positions. MIT does not sponsor the following individuals for employment-based visas or for exchange visitor visas: students; technical, administrative, library, or support staff members; individuals with inadequate funding, insurance, or credentials; or those whose particular visa history precludes sponsorship.