



Project Archivist for Access (Librarian/Archivist 1 - Knowledge Strategy and Access) **3 year term**

Reporting to the Archival Processing Manager as part of the Institute Archives and Records Management team, the Project Archivist for Access plays a key role in advancing access to archival collections, working in a temporary capacity. This role will last three years and offers a meaningful opportunity to contribute to our ongoing work and team success during this time. This full-time, hybrid position (4 days on-site) participates in a range of access improvement initiatives focused on enhancing collection management, facilitating researcher access, and contributing to programmatic processing and digitization efforts. Projects include reviewing collections for restrictions, updating access notes in ArchivesSpace, and related work that supports knowledge of our collections and improved access. In addition, the Project Archivist provides regular support at the reading room desk, assisting in-person researchers and ensuring a welcoming and informed user experience.

RESPONSIBILITIES:

Access Improvement Projects (75%)

Participates in a range of projects aimed at enhancing access to archival collections and improving collection management:

- Reviews collections to identify and document access restrictions
- Updates access notes in ArchivesSpace
- Assists with on-demand description updates
- Contributes to documentation projects that improve discoverability

Reference 20%

Contributes to public service operations:

- Delivers in-person reference assistance, including regular reading room desk shifts
- Shares responsibility for opening and closing of the reading room and exhibit gallery

Other 5%

Supports program operations and contributes to team initiatives:

- May assist in directing the work of student workers
- Participates in departmental committees, working groups, or special projects
- Performs other duties as assigned

REQUIREMENTS:

- Master's Degree in Library, Archival, or Information Science or equivalent education with work experience.
- Minimum 1 year of relevant experience in an archival setting.
- Experience working with confidential information responsibly and in accordance with privacy and ethical guidelines.
- Strong research, analysis, organizational and writing skills.
- Aptitude for detail, accuracy, and efficiency.
- Ability to work well both independently and as part of a team
- Demonstrated capacity for critical thinking, problem-solving, and the ability to be flexible

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 working in an academic library or archive.
- Experience in public service working with a diverse community.
- Experience with archival processing and description.
- Familiarity with using ArchivesSpace or an archival content management system, and other technologies applicable for the archival environment.

HOURS AND LOCATION

This is a full time, exempt, hybrid position. Exact schedule to be arranged with the manager.

SALARY AND BENEFITS

The pay range for this position is \$58,450 - \$79,200. 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 **May 31, 2026**; 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 145-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 anybody, 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

This position is not eligible for 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.