Collections Archivist (Lib/Arch II - Knowledge Strategy and Access Directorate - Department of Distinctive Collections)

The MIT Libraries is seeking a collaborative and creative Collections Archivist to join the Institute Archives and Records Management Program within the Distinctive Collections(DDC). Reporting to the Institute Archivist, the Collections Archivist will engage in a variety of activities centered on inclusive appraisal, acquisition, and stewardship of archival and manuscript collections in all formats. This position plays a crucial role in documenting and preserving the diverse histories and contributions of the MIT community.

In DDC, our holdings, unified by their uniqueness and rarity, span various disciplines, time periods, and formats, with notable strengths in science, technology, architecture, and the history of MIT. The Institute Archives' collections cover the administrative, educational, cultural, and social activities of MIT and its community. They include the organizational records, faculty papers, research, curricula, publications, and materials documenting student life. Join us in our mission to document MIT and the people, events, and research that define the Institute and its global impact.

RESPONSIBILITIES
Collection Development (40%)

- Builds and maintains donor relationships through in-person meetings, correspondence and outreach activities, including the management of the LibAnswers donations queue.
- Participates in collection development efforts related to and about the Institute (faculty research and papers and community and student life), including donor relationship management and deed of gift negotiation, and donation surveying, appraisal, and accessioning.
- Collaborates closely with the Women@MIT Archivist for collection development and donor relationship activities related to overlapping priorities.
- Performs site visits to survey and appraise potential acquisitions, researches collections, and brings suggestions to the DDC collection development group.
- Provides consultation to faculty, staff, alumni, and student and affiliated organizations on archival practices and possible collaborations and partnerships with the Institute Archives and Records Management Program.
- Participates in projects and initiatives that ensure representation in our collections of 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.
- Assists Institute Archivist with outreach to MIT community groups, particularly student organizations, in order to support both collecting Institute life and developing

post-custodial relationships.
- Collaborates with Libraries and non-Libraries stakeholders to develop and support innovative and special projects, such as oral histories or digital initiatives that support unit priorities.

Collections Stewardship (30%)

- Supports the audit of program collections, including for rights, access, and restriction reviews, and updates collection-level information when necessary, to ensure up-to-date information is available to staff and researchers.
- May serve on rights review groups within the Libraries and participate in rights review processes.
- In collaboration with the Processing Manager and Processing Team, participates in targeted projects to reappraise materials, identify gaps in our collections, and enhance access.
- In collaboration with colleagues, identifies and prioritizes collections for processing, reformatting, and potential grant-funded projects.

General Department Activities (20%)

- Provides in-person and virtual reference services, including regular shifts at the reference desk, ensuring excellent service, professional reception, and positive research interactions for researchers of all skill levels using MIT's Distinctive Collections.
- Collaborates with the Institute Records Manager, Processing Team, and Public Services Team to answer questions related to restrictions and access, and applies restrictions in accordance with established policies.
- May support outreach, community engagement, and research activities related to the history of MIT.
- Serves as a member of the Libraries' Emergency Response Team, and assists with collections emergency response (e.g., water leaks), as needed.
- Participates in local and Libraries-wide committees/teams/groups or projects and performs other duties as assigned.

Other (Professional) (10%)

- Engages in professional activities through professional associations, meetings and conferences, teaching, research and writing, or committee work.
- Stays informed with current practices and advances in archival appraisal and accessioning, information management standards, and systems for sustainability and long-term access of archival collections.

REQUIREMENTS

- Master's degree from an ALA-accredited program with a concentration in archival studies, or an advanced degree in a related field in addition to archival certification (Certified Archivist).

- Minimum 3 years of professional experience working with the appraisal, and acquisition of archival collections.
- Demonstrated ability to cultivate and sustain productive relationships with donors, faculty, administrative and academic staff.
- Experience and familiarity with an archival content management system and technologies applicable for the archival environment (e.g., DSPACE, Archon, ArchivesSpace, CONTENTdm, etc.) and the facility to learn and master new software, systems, and technology.
- Knowledge of and experience with descriptive standards such as DACS, EAD, and Dublin Core
- Knowledge of issues regarding security, confidentiality, intellectual property, and access rights to archival and records collections.
- Excellent written and oral communication skills, including the ability to explain complex concepts to others with differing levels of expertise.
- Ability to identify problems, think creatively, and carry out solutions independently and as part of a group or team, particularly when several priorities arise at the same time.
- 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.
- Ability to make local on-site visits to donor's homes and other off-campus locations via public transportation, personal vehicle, or other transportation options.

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 working with archival collections and institutional records in an academic setting.
- Experience or coursework in records management.
- Experience with conducting and/or collecting oral histories.
- Coursework or training in digital archives, including knowledge of accessioning and processing methodologies relating to born-digital materials and understanding of digital preservation.
- Experience with emergency response or disaster management.
- Experience or coursework related to web archives.

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 $79,050 - $106,420. 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 **November 30, 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.

November 2026