The MIT Libraries are seeking an enthusiastic and innovative archivist or information professional to actively participate in the acquisition, management, preservation and discovery of archival materials that document MIT’s history and its impact on the world. This is an exciting time at the MIT Libraries. MIT has a bold new vision for the library as an open global platform rooted in our shared values and mission; supported by innovative approaches to community and relationships, discovery and use, and stewardship and sustainability; and informed and enabled by an expanded emphasis on research and development. To advance this vision, the Libraries have committed resources to building organizational capacity in archives and special collections.

The Archivist for Collections provides operational management of the acquisition, processing, description, curation, management, and preservation of archival collections and their delivery, in collaboration with digital archives staff and is responsible for helping set priorities and establishing and documenting policies and procedures. They work closely with researcher services and digital scholarship staff to ensure optimal access to materials and information, act as a liaison to subject liaisons, and coordinate with collections strategists for issues regarding collection development and management. The Archivist for Collections promotes the values of diversity, inclusion and social justice by identifying and acquiring materials from underrepresented constituencies, and encouraging the widest access to materials through collection management policies and practices. They participate in collection development which includes contacting offices, faculty and staff and negotiating the acquisition of archival collections. This includes responsibility for arranging on-site inventories, boxing, transferring, and ensuring that accession and gift agreement documentation is recorded. The Archivist works to integrate archival, rare book, and special collections practices towards seamless access. It is expected that the Archivist will engage professionally with organizations to further their foundational knowledge of trends and issues in order to contribute to strategic change and advance the profession. The Archivist will also participate in resource development, grant writing and fundraising efforts and will assist with IASC reference services as needed. They will have direct supervisory responsibility for the Processing Archivist and potentially other collections staff, as needed. This position reports directly to the Institute Archivist and Program Head, Digital Archives.

QUALIFICATIONS include a Master’s Degree in Library, Archival or Information Science or equivalent with graduate-level libraries or archives coursework or equivalent education and work experience, at least three years of professional experience working with the development, acquisition, management and preservation of archival and/or special collections, and some combination of:

- 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.
- Experience working with descriptive metadata standards including DACS, Dublin Core.
- Experience with or knowledge of EAD data structure standard.
- Knowledge of issues re: security, confidentiality, intellectual property, and access rights.
- Knowledge of records management and electronic records issues.
- Excellent interpersonal skills to collaborate and work effectively within and across organizational boundaries in a diverse organization and with a wide variety of users.

(over)
• Enthusiasm for embracing the empathy, courage, self-reflection and respect essential in a multicultural, diverse and inclusive workplace, and ability to embrace those values in collections and public service work.
• Demonstrated ability to be flexible, tolerate ambiguity, adapt to change and successfully work in a fast-paced, dynamic environment.
• Strong organizational and analytical skills with proven success in independently prioritizing work and managing competing deadlines.
• Demonstrated critical thinking and problem solving.
• Demonstrated success in managing complex projects to completion.
• Supervisory experience or demonstrated potential to be an effective supervisor.

Preferred
• Experience with ArchivesSpace
• Experience working in an academic environment

SALARY AND BENEFITS: $60,000 minimum. Actual appointment level and 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 at: http://careers.mit.edu/. Applications must include cover letter and resume. Priority will be given to applications received by December 1, 2017; position open until filled. MIT is strongly and actively committed to diversity within its community and particularly welcomes 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.

The MIT Libraries are dedicated to advancing research, teaching, and learning at MIT and beyond. In addition to supporting every part of the Institute with distinctive collections, world-class service and expertise, and welcoming spaces, the Libraries seek to define the global research library of the future. We aim to play a leading role in advancing knowledge to solve global challenges by enhancing the discovery, use, collection, creation, management, dissemination, and preservation of information across disciplines. Library staff at all levels contribute to this mission and to a culture that values openness, inclusion, innovation, and community.

October 2017