



ANNOUNCEMENT OF STAFF VACANCY

**Women@MIT Project Archivist**

Institute Archives and Special Collections (IASC)

*[Archivist / Librarian I or II]*

***This is a donor-funded 3-year term position, with the possibility of renewal.***

The MIT Libraries are seeking an enthusiastic project archivist or information professional to further our Women@MIT archival initiative. The MIT Libraries has launched an archival initiative focused on documenting women at MIT to add to the existing record of MIT history. The scope of the project includes documenting the lives of women professors and researchers, the student experience of women at MIT, the experiences of women of color, and MIT's efforts to achieve gender equity throughout the years. 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. This position reports to the Archivist for Collections within the Institute Archives & Special Collections (IASC).

Building on groundwork of the initiative's initial year, the Women@MIT Project Archivist is the primary archivist for the acquisition, processing, description, curation, and management of Women@MIT archival collections. They are part of the IASC collections team and work with their colleagues to ensure coordination of collections work and optimal access to materials and information. In addition to new collections and material, the Women@MIT Project Archivist will enhance description and access to collections already at IASC and liaise with the Libraries subject specialists and collection strategists in this documentation initiative.

The Women@MIT Project Archivist promotes the values of diversity, inclusion and social justice by identifying and acquiring materials from underrepresented constituencies, and encouraging the widest access to materials. They participate in collection development in conjunction with the IASC Leadership team. The Archivist will assist with other documentary projects, such as oral history projects in collaboration with other units at MIT. MIT Libraries will provide support for professional engagement and development. The project archivist will assist with Researcher Services and may participate in resource development efforts. They may also supervise the work of support staff, students, and interns.

Required Qualifications include Master's Degree in Library, Archival or Information Science or two-years graduate-level archives coursework and/or work experience working with the development, acquisition, management and preservation of archival and/or special collections, and some combination of:

- Experience and familiarity with using an archival content management system and technologies applicable for the archival environment.

- Experience working with archival content metadata standards and current practice in archival arrangement and acquisition, including knowledge of metadata including DACS (Describing Archives: a Content Standard) and EAD (Encoded Archival Description).
- Knowledge of issues re: archival security, confidentiality, intellectual property, and access rights
- Knowledge of the history of science and technology; or women and gender studies
- Excellent interpersonal skills to collaborate and work effectively within and across organizational boundaries in a diverse organization and with a wide variety of users.
- 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 capacity for critical thinking, problem-solving, and the 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 demonstrated in meeting deadlines and in managing complex projects to completion.
- Adopts a user-focused approach to archival work and thinks creatively about how best to integrate collections with research and teaching at MIT

#### Preferred

- Experience using ArchivesSpace
- Experience working in an academic environment
- Demonstrated understanding of historical research and scholarship
- Able to lift and move 40lb boxes of archival material.

Salary and Benefits: \$56,500 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 September 10, 2018; 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.