

Central Arkansas Library System (CALs)

BC Community Outreach Archivist

Job Description

GENERAL DESCRIPTION OF POSITION

The Butler Center Community Outreach Archivist assists the Chief Archivist in managing and coordinating the Center's existing and prospective services, programs, and projects focused on connecting different users/user communities to the Center's resources and engaging new and diverse audiences. The Community Outreach Archivist will be responsible for the development of tools, programs, and relationships that will share the Center's resources with the local community and beyond.

The Community Outreach Archivist will also provide services to patrons using materials in the Bobby L. Roberts Library of Arkansas History & Art research room, especially through the processing of manuscripts and other primary material in the Center's collections and developing many of the Center's online resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides strategic vision to the Butler Center's mission of connecting users/user communities to Center resources (collections, services, programs, expertise).
2. Develops relationships with key communities in the Central Arkansas area.
3. Plans and implements programs that engage communities with Butler Center collections.
4. Creates tools to encourage the use and understanding of archives by different community groups.
5. Engages educators by developing collections-based curriculum and workshops for K-12 students.
6. Supports the development of exhibitions using Butler Center materials.
7. Assists in the writing and managing of grants for community focused projects and programs.
8. Processes (arranges and describes) archival material according to professional and institutional standards.
9. Digitizes archival material and creates appropriate metadata.
10. Provides assistance to patrons using collections and doing genealogical research.
11. Identifies legal and ethical considerations for collection materials.
12. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Graduate degree (MLS or M.L.I.S. preferred), plus 3 years related experience and/or training, and 19

to 23 months related management experience, or equivalent combination of education and experience.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; frequently required to reach with hands and arms, talk or hear; and occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Qualifications:

- Graduate degree in history or a related field
- Knowledge of Arkansas history
- Extensive knowledge of archival processing methods
- Member of the Academy of Certified Archivists