The David C. Driskell Center,  
Project Manager #116710  
University of Maryland, College Park

The David C. Driskell Center for the Study of the Visual Arts and Culture of African Americans and the African Diaspora seeks an archivist to plan, organize, and implement systems and procedures for creating a collection of items donated by Prof. David C. Driskell with the goal of preserving and improving access to this collection. The Driskell Archive contains over 50,000 items, including rare books, journals, newspapers, exhibition catalogues, personal papers, and others. This position is supported by a two-year grant-funded by the Institute of Museum and Library Services. The Archivist will provide the methodology and integration of archival practices into an ever growing corpus of materials used by scholars and students and will create a practice manual for archivists in museum environments. The Archivist should have a broad understanding of archival and digital technology as related to an academic research library setting as well as knowledge of emerging trends in digital technologies and archival practices. Candidates should have demonstrated organizational skills in planning, prioritizing, and achieving goals and possess knowledge of archival and records management principles and practices and the data structure standards relevant to the archival control of digital collection materials. They should also have the demonstrated ability to work with databases, develop functional requirements and workflows for programmers building new content management applications. The Archivist will provide overall coordination for the project, supervise graduate students, and oversee the IT aspects of the project to improve overall collection management and accessibility. The project includes creating a new digital collection with item descriptions, creating a new manual for description of archival collections, and establishing authority control over the Driskell archive catalog records. The archivist processes archival materials to include accessioning, arranging, and describing; appraising and preserving, as needed; plan, organize, and implement systems and procedures for maintaining the digital collection with the goal of improving accessibility. The archivist will follow the recommendations of a hired consultant archivist and report to the Driskell Center’s Deputy and Executive Directors.

QUALIFICATIONS: This position requires a graduate degree in library science, information science, archival administration, or a related field; at least two years of relevant professional experience, including database management and design, and project management in a research or academic library, including at least one year of experience in special collections or archives at a paraprofessional or professional level; in-depth knowledge of library/archives systems, procedures, and standards. Demonstrated knowledge of archival appraisal, preservation, arrangement, description, and access theories and procedures. Excellent organizational, problem-solving, and communication skills; oral and written fluency in English. Supervisory experience; experience in project planning, management, and completion. Experience with Microsoft Access, PastPerfect, and open source software (specifically Collective Access and Archivists’ Toolkit) preferred. Familiarity with web development tools. Preferred: Scholarly knowledge of African American art and culture.

SALARY AND BENEFITS: Commensurate with experience. This position is supported by a two-year grant-funded by the Institute of Museum and Library Services. This is an Exempt, full-time, limited-term (20-month) contract/grant supported position, (Monday-Friday, 40 hours per week).

TO APPLY: Please go online to jobs.umd.edu.