

THE WESTERN RESERVE HISTORICAL SOCIETY
Job Description

- TITLE:** Corporate Archivist – Parker Hannifin
- RESPONSIBILITY:** Responsible to the Chief Operating Officer of WRHS and the Director of the Research Library for organizing the corporate archives of Parker Hannifin Corporation.
- CLASSIFICATION:** Full-time
- COORDINATION:**
1. Coordinates with the Director of the Research Library and designated Parker Hannifin staff to plan the arrangement, description, housing, and digitization of the Parker Hannifin corporate archives.
 2. Coordinates with employees of Parker Hannifin to identify, digitize, and make records accessible to Parker Hannifin employees.
 3. Coordinates with select subsidiaries of Parker Hannifin and designated staff at headquarters to make recommendations about their corporate archives concerns.
- DUTIES:**
1. Devises and implements a plan to process the Parker Hannifin corporate archives at its headquarters in Cleveland, and make this collection available to Parker Hannifin employees.
 2. Develops and implements documentation and metadata standards for digitizing select materials for addition to Parker Hannifin’s internal digital assets management system.
 3. Identifies and scans select materials for addition to Parker Hannifin’s internal digital assets management system.
 4. Consults with Parker Hannifin subsidiaries to determine their archival needs, and then develops and makes recommendations for consistent policies to be adopted by all subsidiaries addressing their archival needs.
 5. Meets regularly with the WRHS COO and the Director of the Research Library to provide updates and to discuss any issues related to the project.
 6. Provides written progress reports on a monthly basis toward stated goals to WRHS COO and to Parker Hannifin, and submits all policy and procedure documentation to Parker Hannifin and WRHS.
 7. Undertakes other duties as assigned by the WRHS and Parker Hannifin.
- QUALIFICATIONS:**
1. Education: Master’s degree in Library Science with an emphasis on archives, digitization, and/or records management.
 2. Experience: At least two years’ experience in an archival or manuscripts repository; corporate archives experience preferred.
 3. Personal traits: Honest, highly motivated, professional in manner and action, team-spirited, capable of interacting with a wide variety of individuals while working independently with minimal supervision, and an ability to set measurable goals and objectives and have a clear plan for achieving them.

Please submit a cover letter and resume to Jennifer Pinkston at jpinkston@wrhs.org or mail to Western Reserve Historical Society, Attn HR: Corporate Archivist, 10825 East Blvd, Cleveland, OH 44106.