



**Position Title            Lead Corporate Archivist**

**Greater Philadelphia Area**

The Winthrop Group, Inc. has an immediate opening for a Lead Corporate Archivist. The position is a two-year contract position. Extension possible.

**Supervises**                    Associate Corporate Archivist; Archives Technician

- Essential Duties**
- Evaluation of corporation's extant archival collections and development of Archives' collecting policy and procedures
  - Development, management and implementation of short- and long-term plans and policies for Corporate Archives work and activities
  - Prioritization of Archives' functions and work in accord with approved goals and objectives
  - Implementation of plan for identification and capture of corporate assets in all formats appropriate for archival retention
  - Ensuring preservation of archival resources
  - Providing client staff access and research support related to the Archives' collections and information resources
  - Management of Archives' staff
  - Development, in collaboration with IT, of digital functionality needed for archival preservation and access
  - Collaboration with Corporate Communications to develop awareness of and educate community regarding Archives and its services
  - Assessment of outcomes and adjustment of Archives plans and budgets to respond to corporate priorities
  - Reporting to Project Manager concerning the Archives' work and advancement
  - Consulting with Project Manager to help ensure results
  - Implementation of work plans that support continuing development of Archives and its services
  - Communications and outreach

**Position Summary**

- Manages and sustains Archives functions and services, and ensures that they meet the requirements of a dynamic organization and its mission
- Develops Archives policies and procedures
- Collaborates with records and information creators and aggregators and other staff to accomplish identification, appropriate retention and preservation (or retention and disposition)
- Administration of archival records of any type/form (paper, analog, digital, electronic, moving image, sound, and photographic)

- Maintains securely and in sustainable formats archival records that document the organization, its legal, fiscal, strategic management, and client services and products
- Ensures timely preparation of inventories, guides, and other retrieval aids in accord with accepted archival standards
- Provides access to archival resources and reference services
- Implements adopted confidentiality requirements and access restrictions
- Assists in ensuring protection of intellectual property rights.

For all related functions:

- Supervises staff and/or vendors, as appropriate
- Maintains communication with management and staff
- Prepares reports on statistics and performance metrics

### **Qualifications**

- MA in Archives Management or in Information & Library Science with archives management focus, or other graduate degree with Certificate in Archival Studies or ACA certification
- Minimum of 5 years archives experience
- Corporate archives experience essential, corporate records management familiarity useful
- Experience supervising qualified professionals
- Demonstrated capability for management of concurrent multiple projects
- Minimum of 2 years digital asset management experience or comparable; familiarity with metadata creation, and user rights management
- Excellent written and oral communications skills
- Social media and other outreach experience desirable

### **Contact**

Please send resume and three references to Sylvia Kollar at [skollar@winthropgroup.com](mailto:skollar@winthropgroup.com)