Lyrasis

Job Description

Position Title: **ArchivesSpace Program Assistant**	Department: **DuraSpace Community Supported Programs**
Date: **May 17, 2023**	Reports to: **ArchivesSpace Program Manager**
Status: **Part-Time, Non-Exempt**	Salary Grade: **$0-$25 per hour**

Essential Functions or Purpose :

This role is responsible for supporting activities that engage users across the ArchivesSpace community, with a particular focus on events management and communications. The person in this role works under the direct supervision of the ArchivesSpace Program Manager but in close collaboration with others on the ArchivesSpace Program Team, especially the Community Engagement Lead, other Lyrasis staff and ArchivesSpace community members.

Duties/Job Responsibilities:

- Provide administrative support across the program, with a particular focus on events management and communications.
- Manage logistics for online events, including coordinating registration, announcements and other publicity; hosting and providing basic tech support for live events; and editing and posting recordings and transcripts after the event.
- Manage logistics for a small number of in person events each year, including identifying and negotiating with site hosts; arranging for catering, audiovisual and other onsite needs with site personnel; preparing and sending out announcements and other publicity; ordering event materials; and providing onsite support for the event when possible.
- Work with Lyrasis Learning staff to manage logistics for trainings, including coordinating registration; preparing and distributing announcements and other publicity; maintaining and distributing course materials; and editing and posting recordings and transcripts.
- Work with Member Communications staff to coordinate conference participation and place orders for collateral, giveaways, and other materials distributed at conferences.
- Work with Member Communications staff to manage marketing, print and online communications, including program website.
- Make updates to the ArchivesSpace blog, Twitter, and YouTube.
- Provide occasional administrative support for select governance activities, including Member Engagement sub-team, Nominating Committee, and Governance Board.
- Respond to routine inquiries from members and nonmembers as needed.

Skills and Qualifications:

- Ability to work well in a distributed team environment
- Effective time management skills
- Strong customer service orientation
- Ability to communicate effectively both in person and virtually using a variety of media and technologies
- A commitment to fostering a diverse and inclusive environment where differences and complexities in background, cultures, values, and viewpoints are valued

Preferred Qualifications

- Experience with a wide variety of communication and productivity tools and software including WordPress, Zoom, Confluence (Atlassian), Otter.ai, YouTube, Twitter, and general video editing software like iMovie
- Event coordination experience
- Willingness to travel to selected events

This position is part of a geographically and institutionally distributed team, so applications from candidates interested in telecommuting are welcome.

All applications must include a cover letter to be considered.

Apply online at https://lyrasis.isolvedhire.com/jobs/890546-25777.html. Applications accepted until the position is filled, but the review of applications will begin on June 12, 2023.

About Us:

Lyrasis is a 501 c 3 non-profit membership organization whose mission is to support enduring access to the world's shared academic, scientific and cultural heritage through leadership in open technologies, content services, digital solutions and collaboration with archives, libraries, museums and knowledge communities worldwide.

At Lyrasis, one of our core values is to provide an inclusive environment to all who are employed here. Therefore, the company is intentional in providing fair and equitable employment opportunities to all applicants, without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.