

Position: Archivist and Manager of Operations

Organization: Lakeside Heritage Society (LHS)

 210 Walnut Ave. Lakeside, OH 43440

Website: [www.lakesideheritagesociety.org](http://www.lakesideheritagesociety.org)

Position Summary: The Archivist and Manager of Operations is a public facing role that will work to maintain and complete the inventory of the Lakeside Heritage Society archival materials, catalog the records, and make appropriate materials accessible to the public. The collection includes information about Lakeside Chautauqua, the Chautauqua Movement, and the Marblehead Peninsula. LHS is an independent, not for profit 501 (c)3 organization.

Key Duties and Responsibilities

* Train and supervise volunteer and part-time staff related to organizing archival material, working with the public, creating exhibits, assisting with research requests, and successfully completing other duties.
* Handle daily operational duties, including ordering of archival supplies and equipment.
* In conjunction with the Finance Committee, prepare, monitor, and adhere to operating and project budgets, oversee fiscal management of the Archives and its staff.
* Maintain building security, serve as building coordinator and primary contact for facilities issues in the Archives and Heritage Hall Museum.
* Assess and inventory archival material in accordance with accepted archival standards.
* Process, organize, catalog, and preserve incoming assets and existing collection of artifacts.
* Oversee entry of collection and contacts data into the PastPerfect collections management software; oversee selection of material for public access and reproduction.
* Assist researchers with inquiries and research activities, including explaining archival policy and providing access to documents and assets in accordance with Board policies.
* Work closely with the LHS Board to set policies regarding preservation practices and archives procedures.
* Assist in writing grant applications and implementing any grants received.
* Serve as spokesperson and advocate for the Archives and serve as liaison to the media and the Lakeside community.
* Prepare a written report for each Board of Trustees meeting and the Annual Meeting.
* Serve as an Ad Hoc member of the LHS Collections Committee.

Qualifications: Minimum Bachelor’s degree, Master’s degree or higher preferred. Educations should be in public history, library science, or museum studies. Experience with PastPerfect or other museum related database systems, social media platforms, Microsoft Office, Google Suite, strong oral and written communication skills. Familiarity with national archival and cataloging standards and collections policies. Grant writing and oral interview skills a plus.

Reports to: Lakeside Heritage Society Board of Trustees President

Terms of Engagement: 32-40 hours per week for 12 months (Lakeside Chautauqua provides extensive programming from Memorial Day to Labor Day www.lakesideohio.com)

Compensation: Salary range $42,000 - $47,000 based on education and experience; flexible work hours, paid time off, compensation toward health insurance and retirement account, Lakeside Season Pass and Auto pass.

Application Process: Submit a resume, cover letter, and names and contact information for three references to president@lakesideheritagesociety.org (Electronic submissions only)

Application Deadline: February 12, 2024

Starting Date: Negotiable, preferably March 1 or April 1, 2024