**The Western Reserve Historical Society (WRHS)**

**Library Job Description**

**Title**: Corporate & Philanthropic History Archivist

**Responsibility**: Responsible to the WRHS Acting Library Director

**Classification**: This position is classified as full-time, professional and is exempt with regards to overtime compensation.

**Coordination**:

1. Coordinates with WRHS Library team to support strategic and operational priorities
2. Coordinates with WRHS existing and new corporate and business record donors
3. Coordinates with WRHS Philanthropic History Archives program partners to create, implement, and evaluate an integrated digital and physical collection stewardship model to sustain and support the care of WRHS’s collections
4. Coordinates with Vice President of Heritage Management to support WRHS Heritage Management program and community services

**Supervision**: Supervises interns and volunteers.

**Responsibilities**:

1. Supports strategic and operational priorities of the Library, including participation in the ongoing development, documentation, and implementation of policies and standards for the archives
2. Stewards the Philanthropic History Archives program and relationships with supporting and new foundations
3. Leads the ongoing evaluation and continuous improvement of the Corporate and Philanthropic History Archives program
4. Maintains professional standards for workplace environment and records of collections – including confidentiality, deed of gifts, finding aids, and ongoing stewardship
5. Establishes relationships with community and educational institutions including supervision, training, and evaluation of interns and volunteers
6. Arranges, processes, and preserves collections in accordance with accepted professional standards and practices
7. Supports grant making, project reporting and communications
8. Contributes ideas, content, and other information to the WRHS’s Marketing team to feature the Corporate and Philanthropic History Archives program, its collections and partners
9. Requires travel, evening and weekend hours may be necessary to accommodate WRHS operations and signature programs

**Qualifications**:

1. Education: Master’s degree in library science (MLIS) with an emphasis on archival studies preferred.
2. Experience: Two years of archival processing experience, knowledge of MPLP preferred.
3. Demonstrated understanding and experience with Project and Collections Management and ability to work on multiple projects
4. Evidence of continuous learning, including active participation in professional and scholarly associations related to archives and/or libraries
5. Demonstrated proficiency and capability with information technology systems and equipment in the context of a special collections library and archival program.
6. Demonstrated proficiency with legal and ethical standards associated with archival and manuscript collections and donor relations.

Position requires prolonged sitting, chiefly at a computer terminal and bending, stooping, and

stretching. Occasionally may require lifting up to 50 pounds.

Salary Range: $45,000 to $50,000/year

If interested, please send your cover letter and resume to Jennifer Dukes, HR Manager at [jdukes@wrhs.org](mailto:jdukes@wrhs.org)