

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Archivist, Wartburg College and the Archives of Iowa Broadcasting

Preparation Date: April 13, 2016

Function of Position:

The Archivist directs and manages the operations for the Wartburg Archives, which includes the College Archives and the Archives of Iowa Broadcasting.

Principle Duties and Responsibilities:

1. Manages the Wartburg Archives, including the College Archives and the Archives of Iowa Broadcasting through planning, directing, preserving, organizing, outreach, and programming.
2. Collaborates with a variety of administrative and academic offices, along with other stakeholders, to provide and coordinate appraisal, accessioning, arrangement and description, and preservation of materials in all formats, including college records and broadcast collections.
3. Creates and maintains digital archives collections, maintaining digital objects and their corresponding metadata.
4. Collaborates with a variety of administrative and academic offices, along with other stakeholders, to provide and coordinate appraisal, accessioning, arrangement and description, and preservation of materials in all formats.
5. Ensures that the diverse collection of film, magnetic media, and other non-textual formats is maintained according to audiovisual archival standards.
6. Promote use of collections through the Web, online exhibits, print/electronic guides, newsletters and other publications, social media, presentations, instructional sessions, and other outreach activities.
7. Serves as primary contact for research inquiries.
8. Seeks grants to support archive projects, administers compliance with grant requirements, and manages grant reporting.
9. Cultivates relationships with potential public and private donors.
10. Coordinates work with off-site specialty labs for restoration and preservation work, including digitization of audiovisual collections.
11. Hires, trains, supervises, and evaluates the Archives' student employees.
12. Prepares, maintains, and manages the Archives' budget.
13. Represents the Archives on relevant internal and external committees and organizations.
14. Performs other duties assigned.

Supervision:

While under the direct supervision of the College Librarian, the employee works independently, following defined objectives and procedures to achieve best practices in archival service.

Minimum Qualifications

Required:

- Master's degree from an ALA-accredited institution in library/information science, archival administration, or related field.
- Demonstrated experience in the arrangement and description of archival collections and the creation of finding aids.
- Ability to identify, appraise, and recruit items for accession.
- Experience using archival software and technology.
- Demonstrated ability to work with a wide range of users, donors, and constituencies.
- Demonstrated initiative, self-direction, and commitment to professional growth and excellence.
- Ability to lift 40 lbs.

Preferred:

- Experience with audio-visual archival concepts, methodology, and techniques.
- Minimum of 2 years paid professional experience in archives or special collections.
- Skill in evaluating potential funding resources and writing grants.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.