



Archivist

Background and History

In December 2019, the Jackie Robinson Museum will open under the Jackie Robinson Foundation (JRF), a public, not-for-profit national organization founded by Rachel Robinson in 1973 as a vehicle to perpetuate the memory of Jackie Robinson and his achievements. The museum will chronicle Robinson's trailblazing accomplishments against the backdrop of United States history, from his birth in 1919 to today. Museum visitors will explore key moments of his life through narrative, interactives, media, and artifacts. Invoking Robinson's role as a champion for social and economic equality, the museum's programming will serve as a catalyst for dialogue on today's social issues.

The museum seeks a full-time Archivist with specialization in Oral History to organize and process drawings, photographs, archival documents, and oral histories for the museum collection. Under the direction of the Curator, the Archivist will serve as a steward of the Museum's oral history collection, recording, editing, preserving, maintaining, tracking, administering, and making the archival collection accessible to staff and the public.

Essential Functions

- Demonstrate understanding of archival collections and principles of arrangement and description through a completed finding aid or other description tool.
- Familiarity with MARC and EAD; AACR2 and DACS; and with the use and application of standardized vocabularies.
- Organize, assess for condition, assigning unique numbers, cross-annotate, label, catalog, re-house, and create EAD Finding aids for all collection materials.
- Provide research support to the Curator.
- In coordination with the curator, conduct oral history interviews in accordance with best practices, including preparatory research, outreach and follow-up, scheduling, securing signed release forms, recording, uploading recordings and release forms to the Museum electronic data storage system, summarizing or digesting salient points, transcribing or supervising transcripts, and working with Museum cataloguing staff to catalogue interviews in accordance with Museum terminology and protocols.
- Work with the collections staff to maintain and develop policies and procedures to support the Oral History Program and guide its future direction.
- Develop and implement an online format of the Museum's Oral History collection and delivery system to make recordings and descriptive information accessible on the Museum's website.
- Create edited segments of recorded interviews as needed, particularly for Museum exhibition and online uses.
- Provide summary descriptions of, and accurate statistical information regarding, interviews

conducted each month, quarter, year, and total to date, for the Museum's staff.

- Be highly knowledgeable and demonstrably proficient in using audio recording and editing technology and stay abreast of new developments in the field; evaluate and recommend new equipment, software, storage and other tools.
- Must be able to lift forty-pound boxes of materials.

Qualifications

- MA with a specialization or interest in oral history, public history, museum studies, material culture, or related field preferred. Equivalent experience or MA in progress will be considered.
- Knowledge of oral history professional practice, methodology, theory, and ethics particularly as applied in museum functions.
- Experience with audio recording, editing and transcription technology, equipment, and software; proficiency in audio editing.
- Proficiency in using MS Office, Word, Excel, and Outlook.
- Excellent written and oral communication skills.
- Highly organized and detail oriented.
- Ability to work independently and collaboratively across all departments at the Jackie Robinson Museum.
- Some travel and evening and weekend hours will be required from time to time.

Compensation

The salary range is \$60,000-\$70,000. The benefits package includes comprehensive health insurance, including dental and a vacation and personal days off allowance. This position will be filled as soon as possible and will require some weekend and evening work.

How do you apply?

Email a cover letter, resume, and a sample of materials with an explanation of how they showcase your ability to perform the described responsibilities to museum@jackierobinson.org. Include "Archivist" in the subject line.

This organization is an equal opportunity employer and welcomes candidates from diverse backgrounds.