

MATTATUCK MUSEUM

JOB TITLE: Archivist/Librarian

REPORTS TO: Chief Curator

FLSA STATUS: Full-Time, Salary, Exempt

HOURS: Primarily M-F 8:30am – 5:00pm; some night and weekend availability required

SALARY RANGE: \$42,000-\$48,000/year (Commensurate with experience)

The Mattatuck Museum is known for engaging its community in an understanding of the past and providing vision and leadership for the future through its exhibitions, programs and collections of national significance. These initiatives interpret the history of the greater Waterbury region and American art from the Colonial period to the present.

The Max R. Traurig Library and Archive is a part of the Mattatuck Museum. The library has over 2,400 books on local history and American art. The archive has over 700 linear feet of archival material including collections on the local brass industry, oral histories, personal papers, and artist papers. Strengths include the Kay Sage Collection, the Brass Worker's History Project, and a large photograph collection.

RESPONSIBILITIES (including but not limited to):

Collections Oversight

- Process, arrange, and describe archival collections in accordance with accepted standards and practices;
- Digitize archival materials and collections;
- Create and maintain access to collections through Collective Access and Archives Space;
- Manage the accession and deaccession of documents to the Archives;
- Create and sustain workflows and policies for the Library and Archives;
- Aid professional and student researchers and provide reference services in the Research Archive to the public through appointment requests;
- Present workshops and programs for external groups, schools, and organizations as requested or assigned;
- Provide expertise for the institution's Collections Plan;
- Train and supervise the Archives volunteers and interns;
- Actively search out and acquire items for the collection.

Institutional Support

- Provide reference services to staff in support of upcoming and current exhibitions, publications, and other institutional initiatives;
- Create historical exhibitions using archive materials;
- Support exhibit staff and guest curators regarding relevant collection materials for inclusion in exhibitions;
- Interface with donors to accept items for the collection;
- Develop innovative ways to share collections with the public;
- Coordinate and report on grant projects related to the Archives;
- Maintain SDHC non-financial record retention and Archives;
- Work with Collections Manager/Curator to ensure processing/description matches museum and researchers' needs;
- Work with Collections Manager/Curator on annual budgeting;
- Assist curatorial department team members in exhibition installation/deinstallation as needed;
- Other duties as assigned.

QUALIFICATIONS:

- Prior archival experience desired;
- B.A. or advanced degree in history, public history, library science, and/or related field;
- Knowledge of best practices and archival standards;
- Experience in archival digitization technologies and digital asset management;
- Detail oriented, team player, able to juggle multiple tasks, shifting priorities in a fast-paced work environment, and excellent customer service.

Physical Demands: The duties of this job include sitting, standing, bent over, kneeling, and lifting or moving objects up to 20lbs.; climbing stairs, and walking over varied terrain, repeated adjustments to varied lighting conditions, some museum spaces are not climate controlled and vary daily in temperature.

The Mattatuck Museum offers a full benefits package including vacation, holidays, health/dental insurance, and 403(b) plan, as well as support for professional development to qualified employees. Membership in the Art Museum Development Association is underwritten by the museum for this position.

To apply, please send cover letter that addresses qualifications and interest, current resume, 3 professional references, and 2 writing samples to: Archivist/Librarian Search, Attn: Janice Shambor, Finance Manager, Mattatuck Museum, 144 West Main Street, Waterbury, CT 06702 or via email to janice@mattmuseum.org. Applications will be accepted until position is filled.

Documents should be sent as attachments using Microsoft Word or PDF format, and should not exceed five (5) megabytes. No phone calls please. The Mattatuck Museum is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of scholarship, performance and professionalism, as well as to the development of a climate that supports equity and diversity.