



Position Title:	Director, College Archivist/Lynn & Louis Wolfson II	Job Code:	0915
Reports To:	Campus Chief Information Officer	Job Group:	PEC
Department:	Learning Resources	Salary Grade:	17
Prepared By/Date:	Jennifer C. Brito/3-2-2009	FLSA Status:	Exempt
Approved By/Date:	Robert Calabrese/7-21-2009		
Revised:	Donna French/08-31-2011		

Summary:

The Director manages the operations of the largest video archives in the country and collects, preserves and organizes College-related records of enduring and historical value.

Essential Duties and Responsibilities:

- Manages both the physical College's Archives and the Wolfson Moving Archive through planning, directing, preserving, organizing, licensing, and programming.
- Creates the digital archives collection, maintaining digital objects and its corresponding metadata for the College Archives
- Develops long-range program planning, fundraising, public relations, policies, reporting and the state-wide computer-based library system and services for the College archives collection.
- Ensures that the diverse collection of 16mm film, 35mm film, 8mm film, super8mm film, 1" videotape, 2" videotape, ¾ " videotape, beta formats, vhs videotape, and digibeta tape is maintained according to archival standards, and that there is sufficient playback equipment in these obsolete formats to migrate the content to archivally-accepted storage and client-accepted access formats
- Prepares reports, submits data and makes presentations about the College archives (including the digital archive collection) resources, services and programs
- Provides research, information and access to administrators, faculty and staff on the College archive as well as the digital archive collection
- Manages the contractual process of licensing copyrighted material and the collection and handling of licensing and research fees
- Seeks grants, administers compliance with grant requirements, and does all grant reporting
- Cultivates relationships with potential public and private donors
- Coordinates work with off-site specialty labs for the restoration and preservation work that cannot be handled in-house
- Develops beneficial relationships with professional and amateur archival and historical associations
- Works with contemporary film and video makers, public television broadcasters, programmers, and historians to properly license copyrighted materials from the Archive's collection
- Directs public outreach programs emphasizing the Archive's role in acquiring and preserving historical moving images.
- Hires, supervises, and evaluates all full-time and part-time Archive personnel
- Monitors the operation of a complex workflow
- Prepares, maintains, and manages the departmental budget
- Manages labs, equipment, and other departmental resources
- Represents the College Archives on campus, college, regional and state committees relevant to the archive's mission
- Participates in SACs and other accreditation processes and activities
- Performs other duties assigned

Knowledge, Skills and Abilities:

- Knowledge of mark-up archival practices such as EAD(Encoded Archival Description), of

current metadata standards such as METS (Metadata Encoding Transmission Standards), MODS (Metadata Object Transcription Schema) and Dublin Core

- Extensive experience with video archival concepts, methodology, and techniques
- Broad knowledge of the historical contexts governing archival operations
- Command of the latest technologies available to assist the archival of materials
- Skill in evaluating potential funding resources and writing grants
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Expertise in performing research to identify, evaluate and appraise potential items for the collection
- Skill in the use of technology and related applications in all aspects of archival methodologies
- Proficient in creating, composing, and editing written materials
- Ability to evaluate potential materials and to determine appropriate relation to the Archive
- Ability to communicate technical information to non-technical personnel
- Ability to work in multi-ethnic, multicultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in history with archival training and/or a Masters of Library Science (M.L.S.) with emphasis on archives and/or a master's degree in archival administration, or an equivalent advanced degree and a minimum five (5) years of archival experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name