

MINNESOTA MILITARY MUSEUM

JOB POSTING

October 5, 2016

Phone: 320-616-6050

Email: connect@mnmilitarymuseum

Website: mnmilitarymuseum.org

POSITION OPENING Archivist

BACKGROUND

The Minnesota Military Museum has a library and archives, with both available to the public and managed by staff and volunteers. The first professional archivist was hired in 2013 and left in October of 2016 for a job at the Library of Congress. Approximately 500 cubic feet of materials have been professionally processed and approximately 400 cubic feet of materials remain to be processed, along with a few thousand photographs and 75-100 motion picture films. The museum library is the largest military library in Minnesota. Currently the library is managed by a consultant and supported by a hard working group of volunteers.

NATURE OF THE APPOINTMENT

The Archivist will be employed by the Military Historical Society of Minnesota at its primary public outreach location, the Minnesota Military Museum, located at Camp Ripley, near Little Falls Minnesota. The position is a full-time, 40 hours per week, salaried position. The primary responsibilities of the incumbent will be the archives; however, there may be opportunity to assist in library management and development.

SALARY AND BENEFITS

\$39,000 to \$44,000 per year depending on qualifications and experience.

15 days paid personal time off per year.

Medical and dental insurance is not provided.

The position is covered by Social Security but no other retirement benefits are provided.

QUALIFICATIONS

Minimum Qualifications:

- Masters in Information and Library Science, or a Masters in history or equivalent field with a Certified Archivists credential
- At least one year of experience working in a museum, library, or similar non-profit organization.
- Strong written and verbal communications skills.
- Experience working with Microsoft office software applications

- Proven ability to establish positive working relationships with other staff and organizations.
- Ability to lift and maneuver 30-40 pound boxes.
- Understanding of archival principles and best practices
- Experience using Archon or Archivist Toolkit
- Experience providing outreach and working with outside organizations

Desirable Qualifications:

- At least two years' experience working in a museum, library, or similar non-profit organization.
- Experience with photographic collections.
- Experience with collection acquisition, management and processing.
- Experience handling museum and archival material.
- Keen interest in military history or more broadly in US and Minnesota history.
- Knowledge of and experience with basic collections processing procedures.
- Knowledge of and experience working on collections management with electronic records.
- Knowledge of copyright law, orphaned works statutes and policies, and reproductions procedures.
- Familiarity with ArchivesSpace.
- Knowledge of and experience processing and performing basic conservation on motion picture films

POSITION DESCRIPTION

The Archivist is responsible for organizing and managing the museum's growing collection of papers, records, maps, photographs and other archival materials. A copy of the full position description will be provided if requested or upon receipt of applications.

APPLICATION PROCEDURE

Candidates should send an email to jthielen@mnmilitarymuseum.org with an attached resume and letter of interest explaining their qualifications and reasons for their interest. The letter should be addressed to:

Jeff Thielen, Executive Director
 Minnesota Military Museum
 15000 Hwy 115,
 Little Falls, MN 55345
 320-616-6051

****Application deadline: November 4, 2016**