

Job Posting: Processing Archivist

Private Archive

Salary Range: \$30-35/hr

Location: Birmingham, Michigan

Full-Time

A private business and family archive seeks a full-time Processing Archivist. Working under the supervision of the Archive Director and Archive Manager and in cooperation with a larger team, the archivist will organize, digitize, catalog, and re-house materials including digital files, documents, newsprint, photographs, and objects. The candidate will be trained to manage the collection using Vernon CMS. Other, sometimes urgent, research requests or special projects will often be required.

The ideal candidate will have a bachelor's degree (master's preferred) in Library Science, Museum Studies or related field and 1-7 years of experience processing and cataloging historical collections, along with a strong knowledge of current digital preservation standards.

This role is 80% on site and offers a unique opportunity to work with a world-class team in a private office environment. This position is eligible for full-time employee benefits. As part of your total compensation, the Company offers a comprehensive benefits package, including medical, dental and vision plans, retirement, and paid time off.

To apply: Send a resume and cover letter to heather@heathergahirconsulting.com .