TOWN OF TEWKSURY
TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796
HUMAN RESOURCES DEPARTMENT

(978) 640-4488
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JOB POSTING

POSITION AVAILABLE: Historical Archivist– Temp PT 1 Positions (Public Library)

QUALIFICATIONS: Master’s degree in history, or library studies, or archival studies, or equivalent from an accredited university or substantial professional experience. ACA certification, Academy of Certified Archivists or working toward same. Two (2) years' professional experience with processing archival collections, including proficiency in PastPerfect software.

Specific job qualifications are listed in the job description attached.

HOURS: Approximately 10 hours per week.

SALARY RANGE: Hourly $15.00 – 25.00

BENEFITS: None given, this position is a contracted position and individual will be responsible for their own state and federal income taxes.

POSTING DATES: From: January 10, 2019
To: Until filled

TYPE OF POSTING: Open

Applications may be obtained on the Town’s Website at www.tewksbury.info or at the Human Resources office at the Town Hall located at 1009 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.
Position Purpose:

Provides highly professional archival service to assess, arrange and organize the Town’s historical collections for the Historical Society, Historical Commission and Town departments. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assessment, arrangement and description of the collection to improve access for historical research, including a categorization system of photographs, maps, books, artifacts and textiles.
- Assessment, identification and prioritization of items to be digitized within the collection.
- Onboarding and implementation of PastPerfect software modules; image scanning and storage, and networking, while coordinating with Town, Society, Commission and volunteer personnel to assist with integration and learning the software.
- Assist with establishment of archive policies and procedures.
- Assist with establishment of public access website using PastPerfect.
- Other associated tasks.

Recommended Minimum Qualifications:

Education, Training and Experience:

Master's degree in history, or library studies, or archival studies, or equivalent from an accredited university or substantial professional experience. ACA certification, Academy of Certified Archivists or working toward same. Two (2) years' professional experience with processing archival collections, including proficiency in PastPerfect software.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of archival work. Working knowledge of computerization and appropriate archival applications.

Ability: Ability to establish and maintain working relationships with organizations, departments and officials in a friendly, efficient manner. Ability of leadership, independent judgment, initiative and decision-making. Ability to plan, implement, and evaluate effective archival services and strategies and ability to coordinate and prioritize tasks to meet deadlines. Ability to deal with all members of the public in a courteous and tactful manner. Ability to listen and communicate effectively. Ability to learn and use computerized cataloging system and related equipment. Ability to operate standard office equipment.

Skill: Excellent planning and organizational skills. Excellent written and verbal communication skills. Proficient computer skills and interpersonal and problem-solving skills.
**Physical Requirements:**
*(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.)*

Regularly required to walk, stand, sit, talk, and hear; stoop, kneel, crouch or crawl; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 40 pounds, but usually less. Must be able to communicate.

**Supervision:**

*Supervision Received:* Work is performed under the supervision of the Town Manager and his/her designee.

*Supervision Given:* May supervise volunteer personnel.

**Job Environment:**

- Work is performed under typical office conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Work will be performed at the Library, Town Hall and offsite storage facilities in Tewksbury.
- Work will be performed in a dusty environment.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the Historical Society, Commission and town departments. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*