

The Columbus Indiana ARCHITECTURAL ARCHIVES

DIRECTOR/ARCHIVIST POSITION INFORMATION

- › The Columbus Indiana Architectural Archives (CIAA) seeks experienced archivist to manage and cultivate records documenting architecture and the built environment.
- › Position posted on web site : columbusarchives.org.
- › Opportunity for developing practices, marketing, digitization, strategic planning and development.

RESPONSIBILITIES

- › Developing archives policies and procedures
- › Responding to requests for information
- › Surveying and appraising potential collections
- › Promoting awareness and use of archives through outreach
- › Planning exhibits of archives materials
- › Strategic planning and development
- › Grant writing and fund development
- › Seek and acquire new collections
- › Other projects as directed by CIAA board

MINIMUM QUALIFICATIONS

- › Masters degree in Library Science or History, or Bachelor's degree in Architecture
- › Completed academic coursework in archives administration or substantial experience as a professional archivist
- › Familiarity with computer applications and descriptive standards related to archives work
- › Ability to be self-directed
- › Ability to communicate effectively, both orally and in writing, with patrons, donors, and local constituencies

ADDITIONAL PREFERRED QUALIFICATIONS

- › At least two years experience as a professional archivist
- › Experience supervising volunteers or interns
- › Ability to lift 40 pounds

SALARY AND BENEFITS

- › Base salary of \$35,000
- › Health insurance and retirement benefits negotiable

[go to next page for application]

APPLICATION : DIRECTOR/ARCHIVIST

NAME

ADDRESS

CITY

STATE

ZIP

EDUCATION DEGREE / SCHOOL / YEARS

EMPLOYMENT EXPERIENCE (EMPLOYER, DATES, AND POSITION)

ARCHIVES EXPERIENCE

SIGNATURE

DATE

Provide three references

Attach one page (maximum) explaining "What i would bring to the position."

MAIL TO :

Columbus Indiana Architectural Archives
c/o the Bartholomew County Public Library
536 Fifth Street, Columbus, IN 47201