

# Project Archivist, Historic Archives/Records Management Project

*Jekyll Island Museum  
Jekyll Island, GA*

## **THE POSITION IS FUNDED FOR 10 MONTHS BY THE NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION.**

The Jekyll Island Museum (JIM) is seeking an experienced archivist/records management professional to oversee the organization-wide implementation and ongoing operation of its institutional records management program, and the organization and processing of the historic Jekyll Island Club Archive Collection.

The successful applicant must have expertise in records management theory and practice, familiarity with electronic records management tools, and experience with the development and implementation of institutional file plans, retention and disposition schedules, and taxonomies.

This person plans, organizes all aspects of Record Management including proper use, storage, retention and destruction of information; develops, implements and maintains policies and procedures for recording, indexing, filing and retrieving active records and the storage of inactive records; provides staff training and guidance in all aspects of Records and Information Management Program.

In addition to preparing a preliminary processing and preservation plan for the materials, the Project Archivist is responsible for creating an inventory and guide to the collection as well as investigating digital technology for long-term public access to the images within the collection.

**Reports To:** Museum Curator

**Date Needed:** late July 2007 or 1<sup>st</sup> of August

**Pay Type:** Seasonal Full-Time, Non-Exempt, 40 hours/week

**Salary:** \$10.00/hour plus housing for up to 11 months, or the conclusion of the grant project

**Work Schedule:** Monday - Friday, 8:00 a.m. – 5:00 p.m.

### **Qualifications:**

- MLS or MA in Archives preferred. Must demonstrate proficiency in archival procedures and understanding of archival principals.
- At least one year of experience in archives, with additional experience in records management desired.
- Accuracy, neatness, reliability, analytical thinking and attention to detail are essential. Must show history of ability to initiate and conclude projects and to work independently.
- Strong written, oral, and interpersonal skills.
- Familiarity with computers, database software and collections management software (PastPerfect), particularly for archival applications
- Friendly and helpful approach to working with those who need assistance from the archives
- Ability to lift 40 pounds and climb ladders; tolerance to dust and molds.
- Experience supervising volunteers or interns preferred
- Possession of an active driver's license

For full consideration, all application materials must be received by 5:00 p.m. July 27, 2007; however the search may be extended if a suitable candidate is not identified. JIM is an AA/EO employer.

For more specific information regarding the project, project funding or job duties, please contact Gretchen Greminger, Curator, at [ggreminger@jekyllisland.com](mailto:ggreminger@jekyllisland.com).

Submit letter of interest, resume, and three references to:

Gretchen Greninger, Curator  
Jekyll Island State Park Authority  
381 Riverview Dr.  
Jekyll Island, GA 31527