



Example of Archivist Job Description

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Our company is searching for experienced candidates for the position of archivist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for archivist

- Physically process and re-house all Feature & Television 3-D object and textile assets in preparation for cataloguing by Archivist – Cataloguing & Exhibit Coordination
- Archive all images related to gallery artists
- Archive all films/videos related to gallery artists
- Managing and maintaining photo archives including image formatting, labeling, and digital filing
- Managing and maintaining inventory database
- Scanning and/or reformatting all relevant press materials and filing them in the appropriate folders on the gallery server
- Generating and documenting all certificates of authenticity upon request
- Responding to all press request for images, information, credit lines
- Assisting with the development and generation of show advertisements for publications
- Generating valuations of works upon request

Qualifications for archivist

- Bachelor's degree in history/public history, archival administration, museum studies, library & information science, or equivalent
- Extensive of knowledge of Adobe LightRoom
- Familiarity with content and digital asset management systems

- Handling donations forms and image requests