Our growing company is looking for an archivist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for archivist

- Ensure the appropriate storage of the archive in accordance with recognised archive management standards
- Deal appropriately and in a timely manner with any internal and external enquiries relating to the archive through a variety of media, and mediating physical access
- Maintain an awareness of current and imminent developments in relevant archival description and collection management areas, including changes to international archival description standards
- Facilitating the creation of maquettes for exhibitions, requests
- Liaise with all departments necessary to obtain data for production and marketing assets (credits, scripts, closed captioning, subtitling files,) for all productions
- Assist with special research projects
- Check asset inventories
- Oversee the indexing and archiving of current content
- Ensures compliance from, timely transfer and accessioning of appropriate documents, and prompt and accurate reference and research services to internal departments, such as Alumni, Business, Communications, Concert Office
- Dean, Development, Library, Preparatory, Recording Arts, Registrar, and Student Affairs

Qualifications for archivist

- Master's degree in Library or Archival Sciences, or related experience in information or records documentation and managementMinimum one year experience in role above (Library or Archival Sciences, Information Documentation or Records Management)
- Must have prior experience physically handling fine-art photographic prints
- Must be extremely organized with excellent attention to detail and proof-reading skills
- Must have experience with creating, editing, and storing digital files in a database
- Must work well in fast paced environment
- The ability to work independently with colleagues and archives users from diverse backgrounds