



# Example of Archivist Job Description

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Our company is growing rapidly and is looking to fill the role of archivist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for archivist

- Participate in the formulation and implementation of project planning, management, and work flow, determine project goals and schedules, and survey archival holdings to identify materials in need of additional attention
- Independently analyze problems and recommend solutions, displaying a high degree of initiative, originality, and judgment in applying archival principles and procedures to complex and unique collections
- Conduct orientations and research consultations to provide instruction on accessing and handling archival materials, organize and deliver tours, course-specific presentations, and information literacy sessions for Stanford affiliates, visitors, donors, and researchers
- Publicize collections by providing content for a variety of print, internet, and social media formats
- Liaise with Stanford departments and faculty to promote the use of archival materials, assist with exhibit preparation, coordinate with donors, and participate in a variety of outreach events
- Collect and maintain statistics, reports, and other metrics to improve processing, preservation, and reference functions
- Participate in the formulation and implementation of project planning and work flows
- Assist with the development of procedures, workflows, and surveys to address a backlog of undescribed material in Chinese and/or Japanese
- Search local and national databases for background information on individuals, archival and printed materials in Chinese and/or Japanese
- Conduct preservation assessments to determine appropriate preservation

## Qualifications for archivist

- Two or Four-year degree from accredited university
- Knowledge of file codecs, tape formats, and familiarity with MAM system workflows a must
- Avid Interplay platform and/or Media Composer experience/knowledge highly preferred
- The role reports into the US Archives Manager
- The jobholder will possess at least 2 years' experience in Archives Management
- 3-5 years relevant experience in museums and/or archives