



# Example of Archivist Job Description

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Our innovative and growing 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

- Provide high-level, in-depth reference and research assistance in multiple languages during daily shifts at the Archives public service desk and remotely by phone, email, or social media
- Assist in various aspects of archival work including packing, unpacking and moving boxes
- Basic office work (answering phones, filing, scheduling, supplies ordering)
- Project Archivist will arrange 70 feet of materials and over 200 gigabytes of data for the Bob Fitch
- Some catalog maintenance may be performed
- Assist with the development of procedures, workflows, and surveys to address a backlog of undescribed material in Russian and other languages
- Search local and national databases for background information on individuals, archival and printed materials in Russian and other languages
- Conduct orientations and research consultations in multiple languages during daily shifts at the Archives public service desk, 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
- Research video and still pictures for stories as requested by news and show producers from the London News Bureau and from other locations, often under tight time constraints
- Ensure that all video/stills content of archival value is registered and has a

## Qualifications for archivist

- Environmental conditions may include low temperatures (58-70f) and workspaces with multiple obstructions
- Travel requirements include regular travel between main campus and offsite archives facility
- Ability to travel up to 15 times per year for on-location shoots
- Strong knowledge of all aspects of video production
- 3+ years of experience high-end (DSLR-minimum) shooting
- Experience and demonstrable skill with Adobe Premiere, After Effects and Photoshop