



Example of Archivist Job Description

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Our growing company is looking to fill the role of archivist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for archivist

- Provides a constant monitoring of state-of-the-art techniques and practices for archival management
- Coordinate the arrangement, appraisal, and description of the large, complex, collection according to professional standards and current archival procedures, using databases, office software, collections management software, and other appropriate technologies
- Research and resolve any rights and clearance issues relating to video and stills, whether from traditional or new media sources, requested for use by production teams
- Maintain the stills and downloads database along with the rest of the team
- Deal with research requests for material and anticipate developing stories so that material is readily available
- Comply with all applicable policies, procedures and guidelines
- Participate in planning and scheduling meetings and help resolve schedule conflicts for team
- Comply with Health and Safety Executive regulations and undergo relevant training modules when required
- Perform their duties according to the principles of GLP and GMP
- Responsible for controlling the companies archive activities to ensure archive requests are completed to appropriate SOP standard

Qualifications for archivist

- Ability to manage workflow, multiple productions at a time and meet deadlines
- Masters of Library Sciences, Business Systems (Xytech), Communication or Business preferred
- Library Sciences, Business Systems Analysis, Client Relations or Entertainment experience preferred
- Familiarity with Entertainment media terminology required
- Experience in cataloging preferred