

The New Mexico History Museum (NMHM) seeks a two-year (24 month) project archivist to work with documents in the Edgar L. Hewett Collection (AC105) in the Fray Angélico Chávez History Library.

NMHM recently received a major grant from the National Historical Publications & Records Commission at the National Archives. The Fray Angélico Chávez History Library and the Palace of the Governors Photo Archives will use this funding to digitize and make available the frequently used manuscript and photographic collections of Edgar L. Hewett (1865-1946).

Edgar L. Hewett's work focused on the unique cultures of the Southwest, but his philosophy of cultural preservation has contributed to greater understanding and intellectual depth of the nation's vast history. Among his many accomplishments, Hewett was at the forefront of modern Southwest archeology where he focused attention on training a new generation of American archeologists. He worked tirelessly for the United States Antiquities Act (1906), the first law to provide legal protection for cultural and natural resources. He led the Museum of New Mexico and the School of American Archaeology (today known as the School for Advanced Research) and preserved the cultural patrimony of New Mexico. His work is still researched and referenced.

Project archivist will be responsible for creating a major digital archival collection. The library's Hewett Collection is a dense set of writings on his many projects throughout his career totaling approximately 24 linear feet. The project archivist will work with the library staff of Chavez Library to set technical and subject metadata standards, consistent file names, and workflows. The project archivist will then be responsible for accurately and completely scanning original documents, organizing digital files in a consistent manner, applying file naming and technical metadata standards, collecting subject metadata on a folder level basis, and recording information of progress made. Project archivist will re-folder and re-box documents and accurately label folders. In addition, project archivist will revise the Hewett Collection finding aid within ArchivesSpace and update as necessary.

Project archivist should have experience with archival or library collections. They should have knowledge how to handle rare and historical documents. They should show ability to work on an extended long-term project and show consistent quality of work. They should have knowledge or show willingness to learn about digital archival collections. They should have experience with the construction of archival finding aids and how they are used. Experience with Digital Asset Management Systems (DAMS) and/or ArchivesSpace is a plus. Attention to detail is absolutely essential for the success of this project.

Project archivist must also be able to lift boxes up to 50 pounds and be able to work around historical documents. Working conditions could include extended periods of standing, working with machinery, climbing stairs, bending, and lifting. Much of the work will be done independently while working on-site at the New Mexico History Museum in Santa Fe.

Project archivist will work up to 32 hours per week, for 50 weeks a year at \$23.63/hour + 8.4375% GRT for a total annual compensation of \$40,998. Benefits are not included. Funds for relocation are not included.

Recommended education and experience: Bachelor's Degree in Archival Administration and Public History, History, Archaeology, or Library Sciences and four (4) years work experience in archiving or record keeping.

Minimum Qualifications Associate's Degree in Archival Administration and Public History, History, Archaeology, or Library Sciences and two (2) years work experience in archiving and/or record keeping. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

Please submit a cover letter, resumé, and three references to Heather McClure, Chavez Library, New Mexico History Museum by September 16, 2022. Email all application materials to [heather.mcclure@state.nm.us](mailto:heather.mcclure@state.nm.us), with **Hewett Document Archivist [Your Last Name]** in the subject field. Please contact Heather McClure at the above email address or 505-476-5053 with any questions.

*The **Fray Angélico Chávez History Library** at the New Mexico History Museum is an institutional successor of New Mexico's oldest library, which was established in the Palace of the Governors in 1851.*

*The library's holdings provide insights into the history and culture of New Mexico and the American Southwest, from pre-European contact to the present. Named after historian [Fray Angélico Chávez](#), library materials include important information from the Spanish colonial and Mexican periods. However, the library's strength lies in the American period from the territorial period through the present.*

*The library's holdings are a non-circulating special collection. In other words, library and archival materials are available for use by the public in the library's reading room during appointments. Frequent users include scholars, lawyers, professional and amateur historians, teachers and students, and people investigating special topics that our collections can address.*