

## **JOB ANNOUNCEMENT**

### **Project Archivist Amistad Research Center**

#### **SUMMARY:**

The Amistad Research Center (ARC) seeks a temporary full-time project archivist to assist in the arrangement, description, and preservation of approximately 615 linear feet of records of the Federation of Southern Cooperatives/Land Assistance Fund (FSC/LAF) and Emergency Land Fund (ELF). The position also provides an archivist with the opportunity to gain valuable experience in the evaluation, organization, preservation, and description of large and complex archival records collections.

Under the supervision of the director of the Archives Division, the project archivist will be responsible for processing two sets of large, closely related organizational records collections that pertain to African American land ownership, agriculture, and the development of cooperatives in the rural south from the 1960s through the 1990s. The project archivist will be responsible for the arrangement and description of archival materials in multiple formats; preparation of online finding aids; preservation of materials; and supervising graduate assistants, student interns, and volunteers. The project archivist will also assist the project team in the completion of a Google Cultural Institute online exhibition pertaining to the history of black land ownership, agriculture and the histories of the Federation of Southern Cooperatives/Land Assistance Fund (1967-1990) and Emergency Land Fund (1971-1986).

Additionally, the archivist will be called on to present the project at the Agricultural History Society annual conference in 2021 and other professional archival conferences, as well as promotion by creating a dedicated blog series that will track the progress of the project, highlight interesting materials discovered, discuss preservation issues encountered, and generally highlight the histories of FSC/LAF and ELF.

This position is a 33-month temporary grant-funded position scheduled to start September 1, 2020.

#### **Reporting to the director of the Archives Unit, responsibilities include:**

- Processing collections according to national archival standards for arrangement and description.
- Creating finding aids to the collections using the Amistad Research Center's collection management system, ArchivesSpace.
- Performing tasks to provide proper preservation and housing for the materials.

- Monitoring workflow and submitting detailed reports to ensure project goals and deliverables are met.
- Assisting with selections and narrative writing for an online exhibition to highlight the collections' strengths and the histories of FSC/LAF and ELF.
- Assisting with writing for ARC's blog, as well as submissions for social media posts, to promote the project and the collections.
- Supervising and training graduate assistants and student interns to assist as required.

### **Qualifications:**

A master's degree in library science from an ALA-accredited program or a master's degree in a field relevant, including, but not limited to, archival studies or history. At least one to two years experience of archival processing and training in an archives or manuscripts repository. Demonstrated knowledge in processing and preservation is preferred, as well as experience in archival reference and research services, digitization of archive and manuscript materials. Must be detail-oriented.

The position requires working knowledge of archival descriptive standards (DACS), with familiarity of EAD and MARC formats; knowledge of conservation and preservation for archival collections; supervisory skills; strong writing and communication skills; and the ability to work independently and collaboratively within a team environment. The position requires the ability to lift boxes weighing up to 40 pounds and work with collections that can contain dust.

This is a full-time temporary position with a salary range of \$40,000 - \$42,000 based on experience. We offer a competitive benefits package.

### **Application:**

Please send letter of application and resume to Laura J. Thomson, Director, Archives Division, Amistad Research Center, 6823 St. Charles Avenue, Tilton Hall, Tulane University, New Orleans, LA 70118 or via e-mail at [thomsonl@tulane.edu](mailto:thomsonl@tulane.edu).

### **About the Amistad Research Center:**

The Amistad Research Center was established in 1966 on the campus of Fisk University, one of several Historically Black Colleges and Universities founded by the American Missionary Association (AMA). Dedicated from its beginnings as the first archives documenting the modern civil rights movement, the Center continued to expand and now is located on the campus of Tulane University in New Orleans. Today, the Amistad Research Center is recognized as the nation's largest collection of original documents related to the history of African Americans, ethnic minorities, race relations, and civil rights.

Amistad's collections center on education from the postbellum period to the present; religious and Masonic orders, materials chronicling the civil rights movement and other social justice movements; United States organizational involvement in Africa; the cultural arts, with a particular focus on the visual arts; personal papers of African American political and community leaders in New Orleans; and medical history, particularly in the Jim Crow south.

*Amistad Research Center is an Equal Opportunity/Affirmative Action Employer and encourages women and minority candidates.*