

POSITION VACANCY ANNOUNCEMENT

Archival Processor

Acting on behalf of the United States Navy, the Emil Buehler Library is responsible for securing, preserving, and managing for the public good those noncurrent records documenting the history of U.S. Naval Aviation. The collection consists of records created by the U.S. Navy and naval aviation personnel, dating back more than 100 years. The Library currently houses over 3,000 linear feet of records, and plans to continue the expansion of the collection, with increased emphasis on electronic records.

The Archival Processor will work collaboratively with the Archivist in all aspects of archival accessions, processing, and description. The Processing Archivist may also assist with research for exhibits and reference requests as needed. This is a full-time hourly position with the National Aviation Museum Foundation and includes a benefits package. The hourly pay starts at \$10.50 per hour.

The search will remain open until the vacancy is filled. Please send resumes to: resumes@navalaviationmuseum.org.

Essential Duties and Responsibilities:

- *Organize and rehouse archival collections*
- *Research the historical context of archival collections*
- *Produce finding aids using DACS description standards and a commercial Museum Collection Management System*
- *Work with a variety of formats including photographs, moving images, and born-digital records*
- *Assist with new accessions*
- *Other duties as assigned*

Knowledge/Skills/Abilities:

- *Some experience or education in history and/or the archival field*
- *Be able to work independently and as a team member*
- *Have strong attention to detail*
- *Have excellent verbal and written communication skills*
- *Be able to lift and carry a 40-pound box*

Education/Experience:

A Bachelor's degree in library/information science, history, or related field.

Experience working or researching in an archive is preferred but not required.