



Job Title: Archivist (Full-time)

Reports To: Executive Director

Position Summary

Palama Settlement Archives is dedicated to preserving historical records, photos, and artifacts of Palama Settlement, its history, people and programs. We are a fairly small repository located in 1 room. Currently, our priority is to digitize our collections to preserve them for future generations. The second goal is to make these collections available to the public (where appropriate), specifically the Palama-Kalihi community, past and present staff and participants, and area schools (teachers/students). We also serve researchers from time to time. The goal is to make collections as easy to search online as possible for the community users. There are basic finding aids for documents and photo collections (including oversized objects).

Major Duties and Responsibilities

- Oversees the operations of the Archives, coordinating the volunteers, assistant(s) and interns with the digitization of collections.
- Processes collection materials, including arrangement, cataloging, description, and rehousing.
- Provides instruction and assistance to researchers, staff, and patrons on the use of all Archives services.
- In the instance of a redevelopment project at Palama, the archivist will collaborate with staff and architects to design the Archives. This may also require coordinating the use of archival photos incorporated into displays and collateral materials.
- Collaborates with the Web Developer to provide archival content on the website. This may include creating our own Archives Page, online catalog, shortcut to photo collection, and other related projects.
- Assists with in-house original projects related to historical collections.
- Monitors preservation and reformatting activities, including monitoring environmental conditions, digitizing equipment, inspecting, logging condition of collection materials and making recommendations for preservation priorities.
- Maintains and orders archival supplies, communicates with building facilities staff, development staff and Executive Director.
- Creates and implements reference procedures for community users and trains and oversees appropriate volunteers and interns in reference-related activities.
- Oversees the operations of the reference department, responding to reference questions, duplication requests, using specialized software programs.
- Communicates directly with a diverse group of the public, including past "Palama Kids," donors, researchers, students, authors, and media people.
- Assists with grant writing/proposals.
- Performs other duties as assigned

Qualifications

- MLISc degree from an accredited college or university
- Professional experience with responsibilities for outreach activities in a library or archival setting, or equivalent education/training or experience
- Knowledge of standard reference procedures according to archival standards and best practices
- Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals
- Demonstrated ability to operate a personal computer and apply basic office software
- Evidence of strong critical thinking skills
- Productive attitude and enthusiasm for an innovative and changing environment
- Commitment to serving the community through outreach and education
- Ability to lift 20-pound boxes
- High school diploma/GED
- Two years' work experience in a service-oriented office.
- Must be able to deal with multiple tasks, interruptions, and deadlines.
- Must be able to understand complex situations and projects
- Critical thinking, problem solving
- Able to lift and carry up to 20 lbs. and climb stairs.

Desired Qualifications

- Knowledge of photo digitizing systems
- Experience or coursework in preservation
- Experience or coursework in grant writing

Working Conditions

- Work Hours: General office hours: Monday to Friday, 8:00 a.m. to 5:00 p.m.
- Work Environment: Indoors at a workstation.
- Equipment Use: Computer, printer, scanner, fax, and other office equipment.

Additional Requirements: (certifications, driver's license, etc. – if applicable)

- Valid Hawaii Drivers' License
- Auto Insurance and access to registered and insured automobile
- Criminal background clearance