The Archives of the Archdiocese of San Francisco (AASF) is seeking to hire an Assistant Archivist for a non-temporary position at 30 hours per week. The ideal candidate for this position is an individual interested in working at a small, institutional archives that provides a professional environment to perform a wide-range of archives-related duties and responsibilities and with the potential opportunity to lead directed projects.

POSITION DESCRIPTION
The Assistant Archivist position will work with the Archivist in performing its mandated mission of accessioning, organizing, preserving, describing and supporting the access and utilization of those research materials of enduring value to the study of the history of the Catholic Church in California. The Assistant Archivist will coordinate with the Archivist on successfully implementing and executing the archives’ mission and goals in addition to performing its administrative support services. Responsibilities will include preservation and collection management, reference services, and establishing and maintaining professional relationships with members of the administration and organization. This position will also require the supervision of volunteers, students and interns on an as needed basis.

ABOUT THE ARCHIVES
The AASF is located at Saint Patrick Seminary and University in Menlo Park, and serves as the official repository for the records of the Roman Catholic Archdiocese of San Francisco (established in 1853). The AASF maintains historical records and materials related to the history of California prior to its admission to the United States in addition to those reflective of the Bay Area’s richly diverse Catholic heritage and history, and covers significant periods of growth, expansion, and changes both within the Church and local regions. Collections include the official records of archbishops and bishops, institutional and administrative records, and a Special Collections comprising of over 100 individual collections of donated archival materials and records from individuals and archdiocesan entities involved with regional Catholic movements and organizations, social justice causes, lay ministries, Catholic education, and parish activities. For more information visit: https://sfarchdiocese.org/archives

ESSENTIAL DUTIES AND RESPONSIBILITIES
Collection Management – 50%
- Performs activities related to the collection, appraisal, accession, description, arrangement, preservation, and disposition of archival material.
- Monitors AASF processing priorities and workflow.
- Assists with the intake of archival materials including conducting onsite surveys and appraisal work and Deed of Gift requirements.

Reference Services – 35%
- Responds to requests for information and archival research.
- Assists with the preparation work and services provided to visiting users of the archives.
- Assists with the development and maintenance of reference tools used to facilitate and promote use and understanding of AASF’s collections, resources, and services.

Outreach Services – 15%
- Assists with the creation and dissemination of archives news and events.
• Prepares and give presentations for members within the institution and its related entities and associates.
• Assists with outreach efforts in the care and preservation of parish archives.

QUALIFICATIONS AND EXPERIENCE

Required:
• Possession of a Masters in Library and Information Science degree preferred; or certification with the Academy of Certified Archivists.
• Minimum of 1 to 2 years of experience working in an archives.
• Demonstrated knowledge of the principles of archival arrangement and description for personal papers and organizational records.
• Demonstrated experience in processing collections and materials in a variety of sizes, formats, and levels of complexity.
• Demonstrated experience responding to and assisting with researcher requests.
• Strong communication and writing skills.
• Ability to work independently as well as collaboratively.
• Detail-oriented and ability to be flexible.
• Ability to lift boxes weighing up to 35 pounds.

Preferred:
• Experience with developing project goals, establishing workflows, and measuring results.
• Familiarity with digital technologies, standards, and best practices.
• Familiarity with an archives management system such as ArchivesSpace.
• Experience with supervising volunteers or interns.
• Experience working in a religious archives or with processing religious-themed collections.
• Knowledge about or an appreciation for the history and culture of the Archdiocese of San Francisco and the Catholic Church in North America.

SALARY AND BENEFITS

Salary to commensurate with experience. The Archdiocese of San Francisco offers a competitive salary in a non-profit environment and excellent benefits including medical, dental, vision, pension, 403(b), life insurance, a generous holiday schedule, vacation and sick leave. Additional benefits include funding for attending a professional archivists’ conference, and free parking and lunch provided on the Saint Patrick Seminary’s campus in Menlo Park.

TO APPLY

Please send your resume with a cover letter and a sample Finding Aid as two, separate .pdf files in an e-mail attachment to: Chris Doan, Archivist at doanc@sfarch.org or to careers@sfarch.org

Or, mail the requested application items to:
Chris Doan, Archivist
Archives of the Archdiocese of San Francisco
Saint Patrick Seminary and University,
320 Middlefield Rd, Menlo Park, CA 94025

The submission deadline for applying is July 1, 2019.

The Archdiocese of San Francisco is an Equal Opportunity Employer. Qualified candidates with criminal histories considered.