

The Archivist is a key member of a small team at the Geneva Historical Society who is responsible for the management of the archival collections and operation of the Historical Society's Research Room.

#### Salary and Benefits

The position is full time with an annual salary of \$30,000, health insurance and other benefits.

#### Training and Experience

Bachelor's degree in Museum Studies, History or related field required, a graduate degree in Museum Studies, Library Science, Public History or Archival Studies preferred. A minimum of two years' work experience in an archives or museum setting. Knowledge of standard archival theory and practices, preservation concepts, principles, and methodologies, and local research tools and finding aids. Experience in aiding researchers and undertaking research. Ability to work independently and collaboratively on multiple projects. Proficient in using technology, including social media and Microsoft Office. Ability to move and/or lift 40 pounds with or without accommodations. Strong written, verbal, analytical, and organizational skills.

#### Specific Responsibilities

The primary responsibility of the Archivist is overseeing the access, management and care of the Historical Society's archival collections. This collection includes 1,300 cubic feet of archival materials and 50,000 photographs. In addition, the Archivist assists on-site visitors and other staff members with research and replies to off-site information requests (telephone, mail, and internet). With the Curator of Collections, the Archivist identifies volunteer projects and trains volunteers. Along with other staff members, the Archivist explores ways to interpret and present Geneva's history to the public, including writing blog and newspaper articles, collaborating with other organizations on projects, speaking engagements on behalf of the Historical Society and developing and implementing public programs.

#### To apply

Send cover letter, resume and three references to Kerry Lippincott, Executive Director, Geneva Historical Society, 543 South Main Street, Geneva, NY 14456 or e-mail [director@genevahistoricalsociety.com](mailto:director@genevahistoricalsociety.com).

Founded in 1883 the Geneva Historical Society tells the stories of Geneva, New York. The Historical Society preserves and interprets these stories through three historic house museums - the Geneva History Museum at the Prouty-Chew House, Rose Hill Mansion, and Johnston House.