



## **Photo Archivist**

Chester County History Center invites applicants for the position of Photo Archivist for its historical photograph collection. This position reports to the Director of Collections and is part of the Collections Department team. Responsible for the renowned CCHC photo collection (100,000 images, from 1841 to present), the Photo Archivist supervises volunteers and student interns, and works collaboratively with the Librarian, part-time library staff and other departmental and History Center staff.

This is a part-time position without benefits. It requires rotating Saturday reference desk coverage and occasional evening and other weekend work. Range: \$21,000 - \$25,000

### **Duties**

1. Provide leadership and supervision of day-to-day activities in the photo archives, including cultivating, collecting, processing, organizing, preserving and making accessible collections of photographs and audio media of all types. This includes analog and digital materials.
2. Work on cross-functional teams to support, contribute content and strengthen the photo archives and institutional projects, including but not limited to exhibitions, social media, the website, and public outreach.
3. Foster an inclusive workplace and interact with diverse constituents. This includes assisting at the library reference desk on a regular schedule.
4. Maintain professional standards for work environment and records of collections.
5. Set priorities according to strategic plan.
6. Serve as institutional photo archivist, maintaining photographic documentation of institutional activities according to policies and procedures.
7. Actively participate in fundraising for photo archives projects.

### **Qualifications**

Master's degree in library science, library and information science, or in history/public history with demonstrated photographic archival coursework or experience preferred. A minimum of 1 year accumulated professional archival experience in special library settings, especially related to photographic processes, organization, digitization, and volunteer interaction. The successful candidate will 1) be current with best practices for procedures and principles, including the physical care of primary materials and digital management, 2) have excellent communication and interpersonal skills, and proficient computer experience in Microsoft Word and PhotoShop, (experience with Drupal helpful), and 3) have superior skill with time-management and focusing on priorities. Successful candidates will have the ability to physically carry out regular photo archives duties, including lifting up to 35 lbs.

Please email your resume and letter of interest by midnight October 23, 2020 to: Ellen Endslow, Director of Collections/Curator, [eendslow@chestercohistorical.org](mailto:eendslow@chestercohistorical.org).

**About Chester County History Center**

CCHC has been collecting materials about the history of the region since 1893. Three hundred years of local history are represented in the permanent collections that comprise 80,000 museum objects, a special collections library with 20,000 reference books and 750,000 manuscripts, and more than 100,000 images of all types in the photo archives. The History Center benefits from the resources of its location in the Brandywine River Valley and its proximity to Philadelphia. More information about CCHC is available at <http://www.chestercohistorical.org>.

Chester County History Center, 225 N. High Street, West Chester, PA, 19380