Chester County Archives & Records

Archives & Records Services
601 Westtown Rd. Suite 080
West Chester, PA 19380-0990
www.chesco.org/archives

Assistant Archivist

Chester County Archives and Records Services | West Chester, PA

- Position Type: Full-time, Permanent
- Compensation: $45,000 with benefits.
- Hours: 35 (Monday–Friday). Occasional evening and weekend events as required.

About the Role

The Chester County History Center (CCHC), in partnership with the County of Chester, seeks a dynamic, customer-service-oriented Assistant Archivist to support the daily operations of the Chester County Archives and Records Services Department.

This is an entry-level position designed for someone looking to build a career in public history and archives. The Assistant Archivist will serve as a welcoming, helpful presence in our reading room while helping connect the preservation of historic records with 21st-century digital access. This position offers hands-on experience in public reference, digitization, collection processing, digital curation and community outreach.

Primary Duties & Responsibilities

- **Public Reference & Research Support: Daily Focus**.
  Serve as a welcoming resource for diverse researchers, including genealogists, property historians, students, and academic scholars. Provide research assistance in the Archives reading room and respond to inquiries received by email, phone, and online portals.
- **Digital Preservation & Curation: Technical Workflow**.
  Assist with digitization projects following established preservation standards and best practices. Create accurate metadata to make digital records organized, structured, discoverable, and accessible to the public.
- **Collections Processing: Archival Standards.**
  Assist with the processing, arrangement, description, and preservation of historical county records. Help compile user-friendly finding aids and indexes.
- **Digital Outreach & Public History: Community Engagement.**
  Collaborate on the development of digital exhibits, public programs, and educational content. Contribute to the maintenance of the department's website, digital storytelling platforms (such as ArcGIS StoryMaps), and social media presence.

Chester County Archives & Records

Archives & Records Services
601 Westtown Rd. Suite 080
West Chester, PA 19380-0990
www.chesco.org/archives

Qualifications & Skills

- Education: Bachelor's degree in History, American Studies, Library/Information Science, Public History, or a closely related field.
- Experience: Prior exposure to a library, historical society, or archival setting is highly valued. Relevant internships, volunteer experience, or graduate coursework will be considered.
- Technical Savvy:
    - Familiarity with, or enthusiasm to learn, collections management databases and digital asset management systems.
    - Proficiency with modern productivity and collaboration suites (e.g., Microsoft 365, Teams, SharePoint).
    - A demonstrated interest in digital storytelling tools, online exhibit platforms, and generating accessible digital documents (such as ADA-compliant PDFs).
- Communication: Exceptional interpersonal skills; a genuine passion for working with the public.
- Adaptability: Proven organizational skills with the ability to manage multiple tasks and inquiries independently.
- Physical Demands: Ability to retrieve, move, and shelve archival boxes and heavy record volumes weighing up to 35 lbs, with or without reasonable accommodation.

To Apply:

Candidates should submit a letter of application and résumé in PDF format addressed to Cliff C. Parker, Director, at ccarchives@chesco.org using "Assistant Archivist application" in the subject line. Candidates selected for an interview will be asked to provide a writing sample and contact information for three references. Closing date is September 3, 2026.