

CHICANO PARK

MUSEUM AND CULTURAL CENTER

Job Description

Position Title: Archivist

Reports to: Executive Director

Date Prepared/Revised: 4/1/24

Salary:

\$80,000- \$110,000 (plus benefits)

Full Time, 2-year position with possible extension

About Chicano Park Museum and Cultural Center (CPMCC)

The Chicano Park Museum and Cultural Center's mission is, "by preserving a history of struggle, we will educate and empower individuals to become agents of change in their own communities." Chicano Park Museum and Cultural Center (CPMCC) is a non-profit organization, in which our purpose is to focus on the exhibition, research, interpretation, and collection of contemporary and traditional Art (all art forms including music, dance, visual, theater, literary, multidisciplinary, interdisciplinary, film, video, multimedia etc), History, and Science, along with providing cultural events, activities and services. We provide educational programs, activities and events for the public, including schools, including K-12 (public, charter, home and private), post secondary colleges, universities, specialty and trade); libraries; social services; health services; community development services centers and other public venues as well as utilizing social media channels and the corporation's future website to provide facts, statistics, and other related data on the arts, culture, history and sciences of Latino/a, Chicano/a, and Indigenous peoples of the Americas.

General Description

The Archivist is responsible for establishing policy and procedures of the Chicano Park Museum and Cultural Center's Archives, including the historic Logan Heights and Tomasa 'Tommie' Camarillo Collections, specifically software, digital and AV collections (moving/still image, and audio).

Tasks include arranging, describing, and making accessible new and legacy materials/artifacts and digitized AV, digital objects, and establishing and monitoring internal workflows. The Archivist will have primary responsibility for day-to-day management of the CPMCC's Repository—physical and digital materials and collecting of artifacts. The successful applicant will understand a variety of preservation technologies related to (digital—out) collecting, processing and preservation and will keep abreast of new technical information and developments relating to the life cycle of physical and digital objects.

The position will oversee and support the initiative to digitize the Tomasa "Tommie" Camarillo's Collection and the overall CPMCC general collections operations. The Archivist will work closely and collaboratively with collections and curatorial staff in implementing CPMCC's move to a new Collections Management System (CMS) and further enabling an online collections access platform. The position requires an individual who is self-motivated and eager to lead, learn, and support the community. The Archivist will understand the functions and technologies related to CPMCC's museum and archival collections, as well as all local, statewide, national, and international online management systems. The Archivist reports to the Executive Director.

Primary Duties and Responsibilities:

- Manage the acquisition, arrangement, processing and description of archival collections and cultural heritage materials at the CPMCC.

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- Evaluate metadata and access points for accurate and culturally sensitive description of all types of materials
- Demonstrated sensitivity towards matters of confidentiality and privacy
- Accession, appraisal, deaccession, preservation, description of all archival materials, including manuscripts, photographs, artifacts, maps, and ephemera
- Creation of finding aids and implementation of discovery for archival materials
- Oversee digitization of materials for reasons of preservation and/or research and outreach
- Creation of finding aids and implementation of discovery for archival materials
- Perform arrangement, description, preservation, and access for born-digital and digitized materials following archival practices.
- Day-to-day management of the CPMCC's physical and digital repository including troubleshooting, vendor relations, and recommending upgrades and changes.
- Responds to reference requests for historic physical and software content, AV, and other materials.
- Revises cataloging and reference guidelines, workflows, and procedures for maintaining collections.
- Aid in developing or revising and documenting workflows, procedures, controlled vocabularies, metadata standards, and reporting functions for new CMS and DAMS.
- Works closely with CPMCC's collections staff in selection and accessioning of incoming donations.
- Works collaboratively with museum professional staff on museum-wide acquisition procedures, metadata and descriptive standards, and long-term storage and stewardship of collections.
- Cataloging and transferring previously captured and reformatted historic materials and software into the Museum's collection, as time permits.
- Create reports and other documentation concerning the CPMCC's digital object collections.
- Take an active role in the CPMCC's social media and web publishing endeavors.
- Support the CPMCC's mission, values, vision, and core commitment to the visitor experience, community engagement, anti-racism, and institutional relevancy for the future.
- Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement.
- Ability to work and collaborate with the Chicano Park Steering Committee and other community organizations.

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice

Working Relationships:

Internal: Executive Director, CPMCC Team members

External: Community, Museum Guests/ Visitors

Required Qualifications/Experience:

Education:

- Master's degree from an ALA-accredited program (Library Science, Information Science, Museum Studies) or international equivalent or advanced degree in related field. In addition, ideal candidate will have:

Experience/Skills:

- English language proficiency in both spoken and written form
- Two years' experience working in an archival setting
- Knowledge of archival theory and best practices
- Knowledge of copyright laws, privacy laws, intellectual property issues, and archival ethics

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- Demonstrated experience with community outreach/relations
- Demonstrated cultural competence and a history of building equitable and inclusive programming
- Work well with other people, excellent interpersonal skills
- Effective communication skills
- Ability to work both independently and collaboratively in a fast-paced environment
- Skilled in organizing resources and establishing priorities
- Detail-oriented
- Engage with diverse visitor populations for extended periods of time in the galleries or throughout the building/ park/ community as needed
- Ability to work a flexible schedule, including evenings and weekends
- Familiarity with the Chicano Park Museum and Cultural Center's mission, vision, goals, and programs.

Preferred Qualifications/Experience:

- 3-5 years of related experience.
- Fluency in Spanish, written and spoken, is highly desirable.
- Knowledge and experience of Chicano history, arts, and/or science and regional environmental issues.
- Strong knowledge of the Barrio/Logan Heights community and its history of struggle and resistance is desirable.
- One-year experience working in an archive, library, historical society, or museum
- Expertise with museum and/or archival content management systems, relational databases and/or digital asset management systems
- Knowledge of administrative, technical, structural, and descriptive metadata standards as well as digital repository software
- Willingness to embrace new technologies and processes for streamlining traditional archival and/or museum practices
- Demonstrated knowledge and experience in digital archival processing and preservation standards
- Experience with conscientious and inclusive description practices
- Experience with MARC, MODS, or additional metadata schema
- Familiarity with reading digital media
- Experience providing reference services
- A willingness to engage with technical knowledge and facility, especially working in command line interfaces, and the demonstrated ability to learn new technical skills through research and self-study.
- Knowledge of machine learning applications in libraries, archives, and museums

Working Conditions:

Usual office-type working conditions. Routine physical conditions include walking, carrying, standing, hearing/listening and sitting.

Status: Non - Exempt

Equal Opportunity

Chicano Park Museum and Cultural Center (CPMCC) is an Equal Employment Opportunity Employer and believes in the value of diversity and inclusion. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by federal, state, and local law.

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Consistent with its obligation under the law, CPMCC will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of their job.

How to Apply:

We invite you to apply for this position by visiting <https://chicanoparkmuseum.org/jobs/>. To be considered for the position, please submit your resume along with your online application.

Should you have any questions, please email director@chicanoparkmuseum.org.

Application Deadline: April 14, 2024