

# CHICANO PARK

## MUSEUM AND CULTURAL CENTER

### Job Description

**Job Title:** Archive Assistant

**Pay:** \$24.00 - \$26.00 per hour

**Position Type:** Part-Time (20 - 28 hrs a week), Monday - Friday, subject to change

**Position Term:** This is an 18-month contract position, starting from the hire date and ending 18 months later, with the possibility of an extension.

**Reports to:** Archivist

#### **About Chicano Park Museum and Cultural Center (CPMCC):**

With a mission that seeks to, “educate and empower individuals to become agents of change in their own communities,” the Chicano Park Museum and Cultural Center (CPMCC) is a non-profit organization focusing 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.

The CPMCC provides educational programs, activities/ 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 organization’s 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**

In this in-person position, you will assist in preserving, arranging, and describing the archival collections in all formats at the Chicano Park Museum and Cultural Center. The archives aim to consolidate, stabilize, preserve, and make accessible these primary sources to support the organization's efforts to share this knowledge. The archives department is seeking a meticulous and organized Archive Assistant to support the museum's growing archival operations. The Archive Assistant will assist in managing, preserving, processing, digitizing, and providing access to our archival collections. This person will conduct research on collections, rehouse materials, and create descriptions for collections of unique materials. In collaboration with the staff, you will also have the opportunity to participate in outreach and communication, including professional presentations, and exhibits that highlight significant items or stories from assigned collections, thereby broadening the impact of CPMCC collections and our mission.

#### **Responsibilities:**

- Assist in the acquisition, cataloging, and classification of archival materials, including documents, photographs, and digital files.
- Support staff in their technical needs for the recording and preservation of oral histories.
- Outreach to identified individuals to schedule travel and interviews. Occasionally will conduct the interviews themselves.
- Implement conservation techniques to ensure the physical and digital preservation of records.

- Monitor the condition of collections and report any issues.
- Assist researchers and staff in locating and accessing archival materials. Provide reference services and respond to inquiries about the collections.
- Update and maintain archival databases and catalog records. Ensure data accuracy and integrity.
- Help organize and arrange archival materials according to established guidelines and best practices.
- Perform clerical tasks such as filing, scanning, and labeling. Assist with inventory management and preparation of reports.
- Assisting the rest of the CPMCC with large event logistics including setting up tables and chairs, conducting tours, cleaning, and communicating with students or organizers.
- Adhere to legal and institutional policies related to records management and data protection.

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.

### **Required Qualifications:**

- Education:
  - A Bachelor's degree in Library Science, History, Archives Management, or a related field is preferred. OR
  - Two years of college-level coursework AND two years of technical or research experience in archives; OR
  - Four years of technical experience in archives involving automated archival systems including methods for automated archival storage and retrieval; OR
  - An equivalent combination of training and technical experience in archives.
- Effective communication skills, including the ability to interact, communicate, and work effectively with individuals, recognizing and respecting the many and varied identities of each person.
- Experience performing complex and detail-oriented tasks.
- Ability to set priorities, manage work, and meet deadlines independently and collaboratively.
- Excellent computer and technical skills and ability to learn new technologies.
- Good interpersonal skills and ability to work with diverse stakeholders.
- Excellent analytic problem-solving and organizational skills.
- Strong written and oral communication skills.

### **Preferred Qualifications:**

- Understanding of archival arrangement and description practices.
- Experience processing archival collections.
- Understanding of metadata, particularly Describing Archives: A Content Standard (DACS).
- Familiarity with archival or record center principles and operations.
- Knowledge of current copyright and privacy laws, donor restrictions, and permissions related to public access to paper and born-digital records.
- A strong knowledge of digitization and cataloging workflows as well as the born-digital archival lifecycle. Experience with archival content management systems as well as digital file formats, electronic records management, and digital persistence practice and theory.

- Posses and maintain a current, valid Driver's License

**Working Relationships:**

Internal: Archivist, Executive Director, Executive Administrative Assistant, CPMCC Team Members

External: Community Members, Museum Guests/ Visitors, External Partnered Organizations

**Working Conditions:** Usual office-type working conditions. Light to moderate physical activity such as walking, standing, and lifting boxes is required. Employees must be onsite, this is not a remote position.

**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. 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 [chicanoparkmuseum.org/jobs/](http://chicanoparkmuseum.org/jobs/)  
To be considered for the position, please submit your resume and cover letter in one pdf and upload using our online application.

**Application Deadline:** January 12th, 2025 by 11:59 pm.