**A blue and yellow logo

Description automatically generatedCongregational Archivist**

The Notre Dame Sisters of Omaha, Nebraska, an international congregation with a history of service in the Midwest, seek their first professional archivist for a fulltime, onsite position to prepare the archives for final placement with a local university. Their existing archives are well organized, but need to be brought up to current practices, especially regarding digitalization and incorporation of born-digital artifacts. It is anticipated that the position will be for a 3-year term.

The Congregation Archivist is responsible for organizing, preserving, and protecting the records which pertain to the origin, history, spirit, life, and growth of the Congregation. The Archivist is responsible for the acquisition, assessment, processing and reference, preservation, records management, planning, budget preparation and management, security, search and retrieval systems, as well as related community outreach. All duties are performed in accordance with the mission, vision, and values of the Notre Dame Sisters.

**Requirements:**

**Education:**

* Master Degree Library Science with a specialization in Archival Administration. Bachelor Degree required.

**Experience:**

* Minimum of three to five years administrative experience in archival work. Knowledge and experience in records management, research, systems management, cataloging, and preservation standards relative to archival work.
* Knowledge, skills and experience in software and other computer applications appropriate for strengthening and expanding computerized data retrieval and archival services; knowledge of best practices for digital preservation and digitization.
* Competency in MS Office Suite, Adobe Acrobat, and Photoshop, digital sharing platforms, and archival management systems.

**Compensation and Benefits:**

●Salary $58,000 to $65,000 depending on experience

●Benefits:

Health, Dental, and Vision Insurance

Pension contribution

Vacation and sick leave

Applications will be accepted until the position is filled. Please send a cover letter and resume to:

Sr. Mary Ann Zimmer, ND

3501 State St.

Omaha, Ne 68112

Email: [mzimmer@notredamesisters.org](mailto:mzimmer@notredamesisters.org)

**JOB DESCRIPTION**

**FLSA: Exempt**

**GENERAL SUMMARY:**

The Congregation Archivist is responsible for organizing, preserving, and protecting the records which pertain to the origin, history, spirit, life, and growth of the Congregation. The Archivist is responsible for the acquisition, assessment, processing and reference, preservation, records management, planning, budget preparation and management, security, search and retrieval systems, as well as related community outreach. All duties are performed in accordance with the mission, vision, and values of the Notre Dame Sisters.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Establishes and maintains a formal policies and procedures manual for the professional administration of the Archives.
2. Offer guidance on current best practices, for example: legal, confidential files, former/sister files, property and copyright records, etc.
3. Plans and implements the annual goals, deliverables, and budget for the Archives.
4. Prioritizes and digitizes archival collections for easier access.
5. Curates and assembles archival, digital, artifactual, artwork, and media collections from various existing sources and departments.
6. Applies professional archival and records management practices for the use and management of the archival collections.
7. Collaborates with internal departments to supply archival content for project and program needs.
8. Enhances and creates finding aides and reference guides including a NDS glossary that captures terms unique to the NDS community.
9. Suggests and procures the technology and software needed to build and execute a digitization program.
10. Anticipates and responds to requests from Congregation Leadership and vested patrons of the Archives—internal departments, sponsored institutions, collaborative partners, family and friends of the congregation.
11. Applies best-practice standards for appraising, accessioning, cataloguing, processing, storing, accessing, and displaying items of historical value pertaining to the life and mission of the Congregation.
12. Oversees environmental protection of archival materials, including storage systems, temperature and humidity levels, preservation, and security.
13. Researches, recommends, and prepares Archive for final home.
14. Oversees development of exhibits, including research, text, exhibit design and installation.
15. Manage official History of the Congregation publication.
16. Recruits, trains, and oversees volunteers, interns, and other staff as applicable.
17. Responds appropriately to safety hazards and/or emergencies following written campus procedures. Complies with all safety policies and procedures by practicing good safety and health habits while performing duties.
18. Actively engages in professional development and organizational leadership opportunities to enhance professional growth, archival operations, and strengthen professional partnerships.
19. Seeks outreach collaborative opportunities to increase the visibility of the NDS Archive and its collections through scholarly research, academic programming, community programming, and organizational partnerships.
20. Researches and collaborates with Advancement in applying for grants.
21. Completes monthly project trackers that record research requests, project priorities, and related metrics as needed.
22. Performs other duties as assigned.

**REQUIREMENTS:**

**Education:**

* Master Degree Library Science with a specialization in Archival Administration. Bachelor Degree required.

**Experience:**

* Minimum of three to five years administrative experience in archival work at a management level. Knowledge and experience in records management, research, systems management, cataloging, and preservation standards relative to archival work.
* Knowledge, skills and experience in software and other computer applications appropriate for strengthening and expanding computerized data retrieval and archival services; knowledge of best practices for digital preservation and digitization.
* Competency in MS Office Suite, Adobe Acrobat, and Photoshop, digital sharing platforms, and archival management systems.

**Knowledge, Skills, and Abilities:**

* Ability to learn, understand and support the Notre Dame Sisters’ Mission and Values.
* Excellent interpersonal, verbal, and written communications skills.
* Ability to maintain a high level of confidentiality.
* Ability to work collaboratively.
* Ability to function independently with flexibility and personal integrity.
* High level of attention to detail and accuracy.
* Excellent organizational skills and ability to prioritize and execute tasks in a timely manner.

**Physical:**

* Must be able to sit, stand and walk up to 8 hours per day.
* Must be able to stoop, bend, reach and carry approximately 20 pounds.
* Must be sighted and capable of hearing.
* COVID-19 vaccination is required for this position.
* Annual influenza vaccination is required for this position.

**WORKING CONDITIONS:**

* Generally quiet office area with frequent times of interruption
* Full time hours, Monday through Friday

**WORK ENVIRONMENT**

* Work is performed indoors in an office setting and a temperature-controlled archive area.
* Work involves on-site time; frequent interaction with sisters, staff, guests, and volunteers with various medical conditions and other employees up to 8 hours each day.
* Masks are required in common areas when warranted by level of COVID-19 community spread and/or positive COVID-19 cases on campus.
* The organization observes applicable guidelines of the CDC, OSHA, and other federal, state, and local authorities.

**ACCOUNTABILITY:**

Accountable to: The assigned member of the Provincial Council

The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required.