

## Archivist - Full-Time

Under the direction of the Executive Director, Culture and Communications, the **Archivist** ensures the accuracy, preservation, and discoverability of HHC's historical holdings and supports internal logistics for public research, exhibitions and programs. This work includes participating in cross coverage for HHC and system-wide public services activities, including reference services, public service point coverage and supervision, and public program assistance in the Hartford History Center and systemwide programming as assigned.

### RESPONSIBILITIES INCLUDE:

#### Archival/collections Stewardship & Preservation

- Assists the Executive Director, Culture and Communications, in maintaining and stewarding documents, objects, and electronic assets in the Hartford History Center's collection.
- Performs tasks associated with the care of Hartford History Center spaces and materials in accordance with professional standards for collections care; oversees day to day care of HHC spaces and materials ensuring readiness for classes, workshops, and research visits; and monitors exhibition/gallery areas for proper object installation, rotation, and environmental conditions.
- Assesses condition of collection resources to identify appropriate conservation and preservation measures. Assists in implementing conservation and preservation actions.
- Assists the Executive Director, Culture and Communications in setting and administering policy guidelines concerning public access to materials, ensuring quality control and adherence to archival handling and documentation standards.
- Maintains logs, inventories, statistics, and documentation supporting technical services, preservation, supervisory and grant needs.
- Contributes technical descriptions and cost estimates or other information as needed for grant proposals and institutional reports.
- Participates in relevant archival, library, and metadata professional networks and training.
- Maintains inventory of archival supplies to ensure an efficient workflow.
- Assists the Executive Director, Culture and Communications in identifying and acquiring new materials for the historical collection; completes accessioning workflows following senior management approval, including deeds of gift, accession records, container lists, and storage documentation.

#### Archival/Processing, Description & Public Access

- Processes, arranges, and describes archival collections for access and serves as the primary collections' liaison for the public, coordinating access, retrieval, and research workflows.
- Manages electronic resources, databases, and digital assets as assigned; maintains metadata consistency, authority control, and discovery integrity across systems; troubleshoots metadata issues and collaborates on improvements to digital collection platforms and discovery layers.
- Manages the reformatting of analog materials to digital in accordance with HHC standards and project needs.
- Works collaboratively with the Digital Library Lab (DLL) Manager as assigned.
- Manages folders and files on Hartford History Center server space to support efficient workflows and optimal access.
- Performs original and copy cataloging and classification of library materials in accordance with international cataloging standards and library practices.

- Trains and coordinates volunteers or interns performing scanning, metadata clean up, rehousing, and inventory projects.
- Provides weekly staffing at the HHC public services desk, as assigned, to ensure consistent public access. May be required to assist at other HPL public service points as needed.
- Assists in research related to Hartford history that leads to publications, digital content, and/or programming for Hartford Public Library.
- Assists with other programs and exhibits across the Library system including system-wide initiatives, community partnerships and city, regional or statewide initiatives
- Identifies sources for grant funding and prepares grant proposals.

### **Employee Supervision and Leadership**

- Acts as Manager in Charge (MIC) when needed.
- Provides staff supervision to include work assignments, monitor work quality, and resolve operating issues.
- Mentors and coaches public service staff to ensure excellent customer service and user experience.
- Explains, implements and enforces Library rules and regulations, interprets and clarifies policy, maintains discipline, handles employee concerns and maintains harmonious employee relations.
- Demonstrates a willingness and ability to learn new technologies and evolving library technology.

### **Professional Development**

- Attends professional meetings, maintains active membership in state, regional, and national library associations; participates in activities of professional organizations, including opportunities to deepen knowledge of HHC collections through engagement with visiting scholars and other professional partners.

### **SECONDARY FUNCTIONS**

*Other duties as assigned. The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.*

### **EDUCATION and EXPERIENCE/QUALIFICATIONS**

#### **Required:**

- Master's degree in Library and Information Science (MLIS) from an ALA-accredited program with a focus on archives, cataloging, or special collections.
- Minimum 2–3 years of experience working with archives, special collections, or technical services in a library or cultural heritage institution.
- At least one year of supervisory experience.
- Ability to think quickly, assess a situation, and make a sound decision.
- Experience with cataloging standards (RDA, DACS), metadata schemas (MARC, EAD), and archival processing.
- Knowledge of preservation best practices and basic conservation handling.
- Experience managing or troubleshooting digital collections platforms.
- Strong organizational and documentation skills.

#### **Preferred:**

- Spanish language fluency.
- 1-2 years of management or supervisory experience.

### **PHYSICAL DEMANDS / WORK ENVIRONMENT**

- Ability to continuously bend, twist, stoop, reach, and pull.
- Ability to maintain composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.

- Able to walk, sit, and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**What we offer employees:**

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- Municipal Employee Retirement Fund-Pension Plan with employer contribution
- Health Care, Dental, and Pharmacy benefits
- Life Insurance
- Paid Time Off - Vacation, personal, and sick time
- 2 Floating Holidays
- 11 Paid Holidays
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education, and staff engagement opportunities
- Commitment to an active plan of diversity, equity, and inclusion work, including implementation of the staff-led DEI Road Map.

**What we offer the community:**

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating, and engaging spaces where people can learn and discover, explore their passions, and find a rich array of resources that contribute to a full life.

We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees, including English Language Learning, Citizenship preparation, and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia Teen Spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio, and video collections

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference “**Archivist**” in the subject line of your email.

**Hiring Range:** \$ 63,235.64 – \$66,397.50 **DOE**

**Hartford Public Library is an Equal Opportunity Employer.**