**The Pimeria Alta Historical Society and Museum is seeking an Archivist for our NHPRC grant!**

The archivist will work with the Project Director at the Pimeria Alta Historical Society, located in Nogales, AZ. The primary responsibility of the Archivist is to develop and refine processing plans, physically process, arrange, complete storage upgrades, and descriptive cataloging of cultural resource management-based records. Additionally, the Archivist will prepare finding aids to facilitate the research of collections. Resource management records and cultural resource project records, programmatic records, and records documenting historical people, places and events significant to the Pimeria Alta region and wider Nogales community. The Archivist will follow best professional best practices, balanced with the constraints of budget, priority and community input. This includes scanning, metadata attachment, and storage. This archivist reports to the project director, and under the director’s guidance, will comply with any National Historical Publications and Records Commission grant guidelines.

Duties & Responsibilities

* Assists in identifying materials that have permanent value for various record groups, including cultural resources under guidance. Helps process materials for each project that are sourced with input from Project Director, Board and community input. The archivist may occasionally accompany senior staff on trips to nearby sites to observe and learn how to interact with contacts, identify, select, and package materials. Under supervision, they help organize, digitize, and catalog received materials into the appropriate databases at the Pimeria Alta Museum.
* Assists in processing, arranging, and cataloging archival records into Past Perfect or Archives Space following established procedures and standards under guidance. The archivist will receive materials ranging from single boxes to small batches, which require careful handling and organization.
* The archivist needs strong attention to detail and time management skills by prioritizing tasks within a single project, with regular check-ins and support from supervisors.
* Ultimately, the archivist may be given opportunities to work on portions of larger projects to expand skills, always with clear instructions and oversight.
* Using best practices, the archivist handles rare and fragile photographic materials.
* The Archivist applies basic cataloging procedures and preservation techniques.
* The role focuses on developing attention to detail and understanding of preservation standards, to bring to the attention of the Project Director.
* Assists in identifying the preservation needs of both paper-based and digitally based archival records under the guidance.
* The Archivist uses Pimeria Alta Museum classification systems and their application to various materials. They need skills in basic preservation, assessment and classification techniques.
* The archivist makes recommendations for archival supplies and digital tools to the Project Director
* If it fits with the workflow plan, working from home is possible some days a week, with supervisor permission and accounting for staff scheduling needs.
* Others duties assigned

Knowledge, Skills, and Abilities:

* Occasional travel to sites to complete archival work on-site as needed.
* If it fits with the workflow plan, working from home is possible some days a week, with supervisor permission.
* Ability to work as part of a team in completing assignments, including occasional interactions with Board and community members.
* Familiarity with archival cataloging and willingness to learn Past Perfect and ArchivesSpace with little supervision.
* Follow policies and procedures of the museum, under guidance of the Project Director
* Knowledge of archival principles set forth by the Society of American Archivists and other leading institutions.
* Flexibility for working in an institution that is shifting to compliance with American Alliance of Museums standards.
* Bilingual preferred.

Minimum Qualifications

* Bachelor's degree or equivalent advanced learning attained through experience required.

Full Time/Part Time: Full Time

Number of Hours Worked per Week: Minimum of 40. Position is salaried and as such, may be required to participate in occasional weekend and evening events. Must be flexible with other staff who are hourly or occasionally adapting to work hours necessitated by volunteer board members.

Work Calendar: Fiscal, with paid Federal Holidays

Rate of Pay: $40,000-$50,000, commiserate with experience

Compensation Type: annual