Archivist

Job Code 00001605

**General Description**
Responsible for the conservation and preservation of materials by arranging, processing and describing collections containing personal and literary papers, film, video, sound recordings, artifacts, ephemera and other formats.

**Examples of Duties**
Preserve and organize literary papers.
Arrange and process collections according to archival standards.
Prepare finding aids.
Manage and develop inventories and internal documentation on accessions and processing activity.
Evaluate and recommend policies regarding the preservation and conservation needs of the collections.
Provide reference services and tours as needed.
Assist curator to appraise accessions and to write policies and procedures.
Assist in cataloging processed archives.
Provide reference service to patrons.
Create custom book boxes and other preservation housings for collections materials.
Assist with shelf maintenance for books/journals.
May supervise the work of others.
Perform other duties as assigned.

**Knowledge, Skills, and Abilities**
**Knowledge of:** Standard archival principals and practices; APPM, USMARC format, and AACR2 cataloging; preservation and conservation practices and procedures; Texas and/or Southwestern literature, history, film, music, art and culture.
**Skill in:** Oral and written communication; reading Spanish; computer applications; preparing written finding aids according to archival standards; effectively direct the work of others; establish rapport with a variety of people; deciding which preservation practices to utilize; organizing literary materials; researching.
**Ability to:** Conduct research using archival, print and electronic resources; work with fragile and rare materials; lift boxes and materials weighing up to 40 pounds; tolerate occasional exposure to airborne allergens; read and interpret literary papers, scholarly books and articles, works of fiction, and technical manuals; basic math; explain policies and procedures.

**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**