The Wittliff Collections: Project Archivist

The Wittliff Collections seeks a 1-year Project Archivist to enhance access to the Ramón Hernández Tejano Music Collection and other Wittliff Collections holdings by arranging and describing archival collections containing manuscript material, artist files, photographs, publications, audio recordings, costumes, ephemera, artifacts, and other contents. The position reports to the Lead Archivist and forms an integral part of a highly-collaborative team environment.

The individual is responsible for: establishing processing plans for archival collections, physically processing complex collections, and training/supervising students, volunteers, and interns in the processing of simple collections or portions of collections; creating finding aids, inventories and/or container lists for publication on the Wittliff Collections website, the University Library’s online catalog, Texas Archival Resources Online (TARO), and other outlets as appropriate; Contributing accurate and complete bibliographic records for LPs, CDs, and audio cassettes in compliance with national and local best practices; establishing and maintaining positive relationships with Wittliff & University Library staff, collection donors/creators, patrons, and other collection stakeholders; facilitating curator and donor access to collections in process, and providing photocopies, scans, or other duplication, as appropriate; and performing other special projects as needed.

QUALIFICATIONS

Required:

- Master’s degree from an ALA-accredited program
- Experience processing archival collections varying in size, scope, and format
- Demonstrated understanding of archival theory and practice, national standards, and best practices that govern the arrangement, description, and use of archival materials, including DACS, MPLP, and EAD
- Demonstrated understanding of RDA cataloging standards
- Ability to establish and maintain positive relationships with donors and colleagues
- Demonstrated ability to work both independently and collaboratively in a team setting
- Strong research and writing skills
- Knowledge of Texas music and Southwestern literature and culture
- Ability to lift and move 40-pound boxes

Preferred:

- Minimum 2 years professional library or archives experience
• Reading knowledge of Spanish, or demonstrated application of the language in a library, archives, or other research setting

**SALARY AND BENEFITS:** Commensurate with experience. Benefits include monthly contribution to health insurance/benefits package and retirement program. No state or local income tax.

**BACKGROUND CHECK:** Employment with Texas State University is contingent upon the outcome of a criminal history background check. This includes transfers and promotions from within.

Texas State's 38,661 students choose from 97 bachelor’s, 93 master’s and 14 doctoral degree programs offered by the following colleges: [Applied Arts](http://www.txstate.edu/education/), [McCoy College of Business Administration](http://www.txstate.edu/education/), [Education](http://www.txstate.edu/education/), [Fine Arts and Communication](http://www.txstate.edu/education/), [Health Professions](http://www.txstate.edu/education/), [Liberal Arts](http://www.txstate.edu/education/), [Science and Engineering](http://www.txstate.edu/education/), [University College](http://www.txstate.edu/education/) and The [Graduate College](http://www.txstate.edu/education/). As an Emerging Research University, Texas State offers opportunities for discovery and innovation to faculty and students.

**Application information:**

Apply online at [http://jobs.hr.txstate.edu](http://jobs.hr.txstate.edu)

Texas State University is an Equal Opportunity Employer. Texas State, a member of the Texas State University System, is committed to increasing the number of women and minorities in administrative and professional positions.