



American Baptist Historical Society Head of Archives and Special Collections / Archivist

The American Baptist Historical Society (ABHS) maintains the oldest and largest Baptist historical collection in the U.S., documenting and preserving the history of Baptists generally, and American Baptist Churches USA (ABCUSA, the most racially and ethnically diverse Protestant body in the US), specifically. ABHS collections include organizational records, manuscript collections, periodicals, and books. Staff provide reference services, both internally and to the public by appointment.

Position Summary

ABHS invites applications for the position of Head of Archives and Special Collections. This person is responsible for the care and management of the American Baptist Historical Society's archival collections, including the official records of ABCUSA partners, personal papers, manuscripts, and other historical records and objects in a variety of media, including maps, audio visual materials, photographs, rare books, and artifacts. The Archivist interprets these and other special collections through reference consultation and exhibits. The occupant of this position also provides advice and training on the organization and retention of records to potential donors of personal or organizational records. The Archivist provides direction and supervises interns and/or project archivists as needed. The Head of Archives and Special Collections reports to the Executive Director.

Responsibilities

- Working with the Executive Director and digital archivist, provide creative leadership for establishing policy for and initiating projects involving the processing and preservation of and access to the Historical Society's archival collections.
- Processing collections, including creating tools of access to archival collections (ex. accession lists, inventories, finding aids, and online catalogs), based upon an understanding of scholarly and research needs as well as current archival standards.
- Supervising the reading room and providing reference assistance to on-site and distance researchers. Supervising interns, student assistants, and project professionals as appropriate.
- Designing and leading webinars and workshops to teach congregations and individuals about records management, organizing church histories, and setting up congregational archives.

- Working with the Executive Director and digital archivist to identify and execute outreach efforts to effectively build the collections. Providing policy, advice and training to ABCUSA partners and other donors to organize, retain, and transfer appropriate records to the Historical Society. Oversee the acquisition and/or transfer of archival collections.
- Developing guidelines and procedures for appraisal, acceptance, and management of archival collections in a variety of formats in collaboration with the Executive Director and digital archivist. Identifying, planning, and executing strategies for access of born-digital materials in collaboration with the digital archivist and Mercer Libraries staff. Collaborating generally with the Executive Director on issues related to collection management.
- Supervising preservation and conservation of materials. Prioritizing preservation needs within the archival collections.
- Working in a team environment, contributing to development of guidelines and procedures for public access to and use of collections, internal workflow procedures, preservation guidelines, exhibition policies, and other activities. Actively participating in strategic planning activities.
- Working with ABHS Executive Director, digital archivist, and other collaborators to identify, write and implement grants and other projects useful to the collections and the organization.
- Designing and curating reading room, and traveling, exhibits. Collaborating with digital archivist on web-based exhibits.
- Participating in projects supervised by the digital archivist, providing content information and collections context as required.
- Representing ABHS effectively through contact with researchers, members of the public, and professional organizations. Participating in professional development and service activities.
- Occasional travel required.
- Perform other duties as assigned by the Executive Director.

Required Qualifications

- Master's degree in archival studies from an ALA-accredited school or program or an archival studies master's program that conforms to SAA guidelines, or MLIS with coursework in archives or records management from an ALA-accredited program required. Incumbent will be expected to continue upgrading knowledge, skills, and abilities as standards evolve.
- Five years or more experience as an archivist, with increasing levels of responsibility in an academic or research archives; demonstrated experience working with manuscripts or special collections, following established library and archival procedures. An equivalent combination of education and experience may be considered.

- Demonstrated knowledge of the fundamentals of access, preservation, research and reference services, and computer applications related to manuscript and records management. Demonstrated understanding of HTML, EAD/EAC, and DACS.
- Experience with ArchivesSpace, Preservica, institutional repositories, and records management programs desired.
- Ability to analyze and solve complex problems in archival collections management; work effectively with administrators, researchers, donors, staff and student workers; respond quickly to immediate reference needs; work independently. Ability to work effectively and collegially within a team environment.
- Ability to design and lead engaging online or in-person workshops.
- Demonstrated ability to plan projects in a flexible, goal-oriented manner and supervise the work of support staff.
- Demonstrated computer competency and knowledge of relevant systems. Demonstrated competency using Microsoft Office, including Word, Excel, and Access, or any other cloud-based tools.
- Demonstrated skill in arranging complex collections in an orderly and clear manner according to accepted practices and professional standards; preparing clearly written guides to the collections; articulating needs and problems to students and supervisors. Excellent written and verbal skills.
- Ability to lift 40-lb. cartons (standard archival boxes), push fully-loaded library carts, and climb ladders to access collections.

Desired Qualifications:

- Academic research experience or advanced degree
- Project management training (and experience)
- Knowledge of Copyright legislation
- Fluency in a language in addition to English
- Knowledge of Baptist history, polity, and practice in general, and with reference to ABCUSA in particular

The **American Baptist Historical Society** is located in Atlanta, Georgia.

Salary \$48,000-\$53,000, commensurate with experience; benefits include retirement plan, health insurance, generous paid time off.

Interested? Send Cover letter; Current resumé and Names & contact information (phone and email) for at least 3 professional references. HRMatters@abhms.org
Review of applications will begin June 1, 2022.