



Position:	ARCHIVES ASSOCIATE
Department:	Research Library & Photographic Archives Project
Employment Category:	Exempt
Reports to:	Greg D. Tranter Collections Manager & CEPA Chief Curator

Overview:

The Archives Associate will work jointly at the Buffalo History Museum and CEPA Gallery. They will be responsible for accessioning, cataloging, and digitizing the 2-D portion of the Greg D. Tranter Collection of Buffalo Bills memorabilia. In addition, the associate will work at CEPA Gallery and be responsible for digitizing the photographic memory of Erie County by scanning, cataloging, and documenting the collection for publication on a virtual story map that the community will be able to access. The successful candidate will be hired to work 37.5 hours per week, three days at CEPA Gallery for 22.5 hours and two days at the Buffalo History Museum for 15 hours.

Qualifications:

- Appreciation for the mission of the Buffalo History Museum (BHM) and the Center for Exploratory & Perceptual Arts (CEPA) and the protocols followed by accredited museums
- Degree in American history, American studies, or related field, with museum studies and/or Archiving component
- Experience in history and/or art museum or historical agency collections and research
- Familiarity with the history of Western New York including resource materials
- Knowledge of best practices in collection management
- Professional knowledge of photo scanning and editing, including resolution, file optimization, metadata management
- Competence in MS Office 365 software and computer proficiency and willingness to learn and use various software quickly and efficiently
- Previous experience using inventory management systems and cataloging is a plus
- Excellent communications skills, both written and verbal (at an academic level)

Responsibilities:**Collections Management at BHM**

- Checks donations against spreadsheets provided by donor
- Develops consistent numbering and labeling scheme for the many subsections of the collection
- Conducts object research on the items in the collection
- Photographs/Scans artifacts on an as-needed basis
- Collaborates with Assistant Librarian on the creation of an archival finding aid or series of finding aids ensuring easy access to the artifacts in the collection

Collections Management at CEPA

- Culling and cataloging photographic archive assets including negatives, slides, glass plates, prints and digital images
- Photo and Document Scanning Sorting and Metadata tagging of assets
- Inventory management
- Manage and execute presentation projects under the direction of the Chief Curator including public digital archive, gallery exhibitions, and digital/print publications
- Assists in advising curator and exhibitions staff on conservation requirements to ensure the protection of assets.
- Researches and documents copyright questions as necessary
- Performs historical research and interpretation

General Duties for Both Organizations:

- Rehouses collections in standard-sized archival Hollinger boxes, retaining original order
- Organizes shelving for artifacts and binders that reflect best museum practices
- Supervise volunteers and interns to assist with appropriate portions of the above mentioned responsibilities
- Other responsibilities as assigned by Managers

Salary

The Archives Associate is a grant-funded position with a six month term, renewable contingent on available funding. This is a full-time exempt position with benefits, offering a wage of \$16/hour.

How to Apply

Please prepare a cover letter, resume, and sample of academic writing (1 page max) in one PDF document, saved as "Last name. First name." and email to Desiree Peacock at dpeacock@buffalohistory.org with "Archives Associate Application" in subject bar by end of day Friday, August 19, 2022. No phone calls, please.