

Position: Lead Archivist Consultancy

Department: President's Office

Reports to: Special Assistant to the President

Hours: Monday through Friday between 9:00 a.m. – 5:00 p.m., with one-hour lunch breaks (approximately 35 hours per week).

About International House

Founded in 1924 by John D. Rockefeller Jr. and the Cleveland H. Dodge family, International House is dedicated to fostering the next generation of global leaders. As home to more than 700 carefully selected graduate students and young professionals annually – representing 100 countries and more than 70 top schools and businesses – I-House is the destination of choice for the best and the brightest of the millennial generation.

International House provides an unrivaled opportunity for residents to thrive through daily interaction in a culturally, politically, and economically diverse community that is both inclusive and proactive by nature. Its programs encourage diversity of thought and experience, allowing – indeed, ensuring – that the world views of the emerging leaders who come to International House are greatly expanded beyond their initial expectations and even their comfort zones. We believe that the core tenets of the International House experience – respect, empathy, and moral courage – can change the world.

International House's alumni are Nobel and Pulitzer Prize winners, CEOs of Fortune 500 companies, national presidents, diplomats, human rights advocates and are renowned in the arts as authors, singers, poets, actors, and choreographers. Past board leadership includes Gerald Ford, Henry Kissinger, Dwight Eisenhower, and David Rockefeller.

Job Description

International House seeks a Lead Archivist consultant. The consultant will establish and implement a robust, enduring archives program, including systems and processes, within International House. In the first year of this position, the consultant will have an extraordinary opportunity to initiate a vital institutional program that manages thousands of unique and irreplaceable archival records, raises the profile of the collections, and ensures ongoing preservation of the House's legacy.

This position will oversee a team of 1-2 International House Resident Archive Fellows and may oversee an Assistant Archivist. The Lead Archivist will liaise with senior staff and other stakeholders to implement year one of a two-year work program.

The position is currently slated to begin on or about July 1, 2019, lasting through about June 30, 2020. If the institution secures adequate project funding, the institution may propose extending its contract with the Lead Archivist through June 30, 2021. No offer for this position will be made before June 19, 2019.

Responsibilities

Primary responsibilities will include leading the work of assembling and processing historical documents within International House and collaborating effectively with staff and with external

stakeholders to develop functional archives for broad use and reference. These documents currently reside in storage areas and throughout departments; they have been inventoried at the box level (for additional information, see “Background” section below). The Lead Archivist will pioneer the work of developing an archive from these documents, balancing between high-level project vision and hands-on archives document assessment responsibilities. Because this is a new position, some responsibilities may evolve.

Adhering to year one of a two-year project plan, the Lead Archivist will observe the following functions:

Essential Functions

Materials Review/ Assessment/ Prioritization

- Prioritize processing of core collection based on survey findings and guidance from International House staff
- Create and maintain collection(s), finding aid(s), and archives’ database.
- Ingest digitized files into the Digital Asset Management system in accordance with archival standards
- Oversee disposition of duplicate materials and inactive records not needed in the archive and/or for story-telling, administrative, legal, or other purposes

Technology/Operations

- Select a Collections Management System and Digital Asset Management System, liaising with relevant staff to implement
- Supervise day-to-day archive operations
- Advise project leadership on archive-related operational, administrative, personnel and budgetary matters
- Develop archives operations policies and procedures
- Prepare quarterly progress reports
- Liaise with project leadership on budget expenditures
- Schedule, assign tasks, and prioritize workloads.
- Provide input on budget for second year of program

Management & Support

- May oversee a full or part-time Archives Assistant
- Oversee 1-2 resident Archive Technicians (International House resident fellowships), each working approximately 10 hours per week.
- Provide input to the real estate project leadership team on permanent housing for the archives within International House

Strategy, Process & Reporting

- Obtain cost estimates for digitization of select audio-visual materials
- Develop and initiate a strategic digitization plan

Additional Functions

- Prove preliminary revision to the records retention policy regarding archival materials
- Provide occasional support for social media and related archive publicity efforts
- Provide a preliminary archive collections policy
- Provide preliminary identification of collection development opportunities
- Provide preliminary development of forms and work plans
- Contribute to any modifications of the project's mission, vision, and values statements
- Provide preliminary identification of outreach initiatives, programs and events that will benefit from involvement of the archives and provide archival assets to support these activities
- Provide preliminary identification of collection development opportunities and project funders, as well as early-stage input how the archives may support the institution's 2024 centennial.
- Monitor environment and assess the condition of archival facilities and report pest-control and maintenance needs.
- Answer occasional reference queries to support the work of International House staff

Principal Functions of the Job

- 35% Materials Review/Assessment/Prioritization
- 25% Technology/Operations
- 20% Management and Support
- 10% Strategy, Process & Reporting
- 10% Additional Functions

Education and Experience Requirements

- 5+ years of experience in professional-level archives work
- M.A. or M.L.I.S. in Archives, Library Science, or related field with formal training in archives management and preservation or commensurate experience. Degree should be from ALA-accredited institution of higher education.
- Supervisory experience.
- Demonstrated experience with databases, content management systems, digital asset management systems, film/video elements, and digital formats.
- Experience in applying metadata standards
- Experience in budget management
- Demonstrated experience in collections development.
- Familiarity with best practices in archival facilities planning.
- Preferred: professional involvement with the greater education archives and archivists community.

Ability, Skills and Knowledge Requirements

- Demonstrated interpersonal skills with the ability to function independently and in groups; to build and maintain relationships with partners and organization staff; to provide exceptional service to a diverse clientele.

- Knowledge of standard and emerging archival and information science technologies and best practices
- Ability to maintain confidentiality in all professional matters.
- Ability to work independently, as well as part of a team.

Background

The effort to create its first formal archive program is part of broader efforts centered on International House's 2024 centennial, a building expansion project, and an increased effort to better understand its history. In 2017, the House adopted its first-ever document retention plan. In 2018, International House initiated its first-ever audit of its archives and a re-assessment of archive exhibition spaces. It engaged a consulting firm to develop a project budget and two-year work plan, to provide preliminary archives review at the box level, and to oversee stabilization of its archives. It initiated disposition of select items and its board passed a resolution supporting the project. In conjunction with staff, trustees, and alumni, it passed vision, mission and values statements for the archives. International House's records will remain on-site for the foreseeable future.

Work Environment

The Lead Archivist will be provided with a dedicated work space that is outfitted with relevant office and support equipment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment: normal

Travel: occasional travel may be required.

How to Apply

Please submit a cover letter, resume, and list of three (3) professional references via email to nfranciacotter@ihouse-nyc.org with "Lead Archivist Consultant" in the subject line. The application deadline is **June 3, 2019** (or until the position is filled).

International House provides equal opportunity employment (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, International House complies with applicable state and local laws governing nondiscrimination in employment. International House expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.