

## **ARCHIVIST, Glenstone, Maryland**

### ***Organization***

Glenstone is a museum that seamlessly integrates art, architecture, and landscape into a serene and contemplative environment to form a unique connection between art and the visitor. Glenstone expresses the personal vision of its founders by assembling and presenting post-World War II and contemporary art of the highest quality in a series of refined architectural and outdoor spaces.

Glenstone is located in Potomac, Maryland outside the nation's capital. The organization has embarked on a major expansion over the next four years with the construction of a new exhibition facility that will present the extensive art collection and further the mission of Glenstone.

### ***Position Summary***

The position of **Archivist** reports to the Executive Director and is a multidimensional and challenging position that directs the management of the archive and library at Glenstone, including digital assets. The Archivist systematically collects, organizes, digitizes, preserves, and provides access to Glenstone's various multimedia archival collections and institutional records and recommends policies and procedures for the creation, maintenance and ultimate retention or disposition of records in all formats. In the coming years, the Archivist will also act as Digital Asset Manager and maintain the Digital Asset Management system (DAM). The Archivist is a key member in an expanding and unique world-class cultural institution.

### ***Key Relationships***

Reports to: Executive Director, Founder and Chief Curatorial Officer

Key Relationships: Founders, Executive Director, all Glenstone staff and visitors as well as legal counsel, advisors, art galleries, artists, institutions, vendors and other service providers.

### ***Major Responsibilities***

1. Identifies, preserves, and administers records related to administration at all levels, collection records and acquired records of long term and permanent administrative, legal, fiscal, and research value not in current use and in any form. (paper, analog, digital, electronic, video, sound, and photographic) (20%)
2. Establishes and manages the Glenstone archives acquisition policy for collected records to include conditions and procedures for accessioning and deaccessioning documents and collections. (10%)

3. Establishes and manages the policy criteria for permanent retention of collected records (5%)
4. Organizes and digitizes records in keeping with professional principles of provenance and sanctity of original order. (10%)
5. Produces written descriptive records inventories, guides, and other retrieval aids in accordance with accepted archival standards and makes these available in accordance with Glenstone access framework and permission policies. (5%)
6. Implements basic records preservation measures, including digitization and rehousing. (10%)
7. Formulates written records access policies and restrictions (5%)
8. Designs and implements digitized information and digital asset management (DAM) approaches, methods, licensing, usage rights and software applications for collected records for contemporary digital curation. Develops cross-format metadata structure incorporating standards such as the Getty vocabularies, Cataloging Cultural Objects (CCO), and VRACore. Ensures data input conformance across the organization. (20%)
9. Prepares collected records reports, digital asset downloads and assessments. (5%)
10. Researches, proposes, and processes library acquisitions; occasionally deaccessions to hone the library collection, manages periodical subscriptions. (5%)
11. Conducts archival and digital asset management staff training. (5%)

### ***Ideal Experience***

- A minimum of 3 years of experience in archival management.
- Undergraduate degree in art history or related field.
- A minimum of 1 year high level digital asset management experience, including asset ingest, export, metadata creation, and user rights management.
- Academy of Certified Archivists Certification.
- Graduate degree in library science with archival focus, or other graduate degree with a Certificate in Archival Studies.
- Significant experience in file and document organization and Management, electronic databases and documents, database management and information policy.

- Experience implementing metadata standards such as VRACore and CCO, and with thesauri such as the Getty vocabularies (ULAN and ATT in particular) or Library of Congress authorities.
- Digital software and familiarity with assigning user rights in data bases.
- Experience with Photoshop CS or other image manipulation software and flatbed scanners.
- Experience in a museum or non-for-profit cultural organization

***Additional Selection Criteria***

- Excellent organizational and analytical skills
- Excellent relationship building and teamwork skills
- Effective verbal and written skills
- Attention to detail
- Appreciation of the visual arts
- Excellent negotiation and problem solving skills
- Demonstrated research abilities and acumen
- Ability to exercise discretion and maintain confidentiality
- Ability to thrive in a fast-paced, ever-changing environment
- Ability to work independently requiring little direction and supervision
- Ability to communicate art, legal, and technological information effectively to various constituencies

*Glenstone provides a competitive total compensation and employee benefits program for its employees. This position is a full time position subject to overtime and is a regular 40-hour workweek. Some travel is required. Parking is provided. Glenstone is an equal opportunity employer.*

*Please submit qualifications and current resume to Nora Severson ( [nora@glenstone.org](mailto:nora@glenstone.org).) for review and consideration by the Executive Director.*

12/5/11