

POSITION DESCRIPTION

Job Title: Photo Archivist	Date: September 15, 2006
Department: Collections	FLSA Status: Exempt
Grade/Salary Range:	Emp Grp:
Supervisor: Director of Collections/Curator	Approved By:

Reporting Relationships:

The Photo Archivist reports to the Director of Collections.

The Photo Archivist supervises volunteers and interns and grant-funded positions in the photo archives department.

General Responsibilities:

The photo Archivist of the Chester County Historical Society is responsible for supervising the regular day-to-day activities of the photo archives and the volunteers and interns who work in the Chester County Historical Society photo archives. The Photo Archivist is responsible for ensuring that the collections of photo archives are preserved and made known and accessible to patrons of the Society.

Specific Duties and Responsibilities:

- Provide photo archives reference services to patrons in the library by telephone, e-mail, mail and fax.
- Provide general reference services to patrons in the library as needed.
- Provide photographic and digital reproduction services to patrons of CCHS following established Society guidelines. Monitor all photographic reproduction work done to CCHS photographic collections to ensure that collections are undamaged and preserved.
- Assess and recommend collections to be accessioned based on CCHS collection development policy.
- Produce and maintain accession records for all photographic collections.
- Arrange, describe and maintain photographic archival collections at a professional level as described by the department's procedure manual.
- Develop and install photographic exhibitions.
- Work with CCHS staff members on exhibitions, educational and public programs and identifying photo archives collection materials to be used in such programs.
- Develop and perform outreach activities relating to the photo archives and Chester County Historical Society by speaking and representing the Society at outside organizations.
- Supervise and perform the cataloging of photo archives collection in accepted professional standards making it accessible in the OCLC database and the local CCHS system.

- Monitor the condition of the photo archives collections and make recommendations to the Director of Collections for their preservation.
- Write and publish information about the photo archives collections in appropriate media outlets.
- Identify and pursue funding opportunities or support for ongoing financial needs and/or special projects through gifts and grants. Coordinate all work in this area with the Director, Director of Collections and CCHS' Development Department. Manage grant-funded projects.
- Work with the Director of Collections to prepare, implement and monitor a realistic photo archives annual budget and annual work plan, defined by objectives and responsibilities for the photo archives.
- Develop work projects for CCHS volunteers and interns.
- Provide effective leadership and supervision of Society staff, volunteers and interns in photo archives.
- Maintain records of photo archives projects, programs, educational programs, grants and activities.
- Participate in professional activities and organizations.
- Represent the Society at professional functions or as assigned.
- Other duties as assigned.

Qualifications:

- Minimum of bachelor's degree in History, American Studies or other topic relevant to the CCHS mission; master's degree in library science or archival management preferred.
- 3 years experience in library or archives with pictorial collection preferred.
- Self-directed and the demonstrated ability to handle multiple projects at once
- Must enjoy working with the public and have a strong commitment to customer service
- Excellent verbal and written communication skills
- Knowledge of archives theory and practice
- Intermediate computer skills in word processing and email software; experience in database design and maintenance. High level computer skills in photograph/digital applications.

Work Schedule:

This is a full-time exempt position subject to CCHS' flex schedule rules. This position requires out-of-hours, evening and weekend work.

Special Requirements:

Overtime and Weekend Work will be required.

Dress: Business Casual Daily; Business Attire will be required for some specific events.

Must be able to lift/move/maneuver objects up to 40 lbs.

Must be able to read/write/speak English.

Special Skills:

Communication (written and verbal); “people skills;” knowledge of archives theory and practice; knowledge of regional history sufficient to provide service to researchers; knowledge of genealogy practices and resources.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.