POSITION ANNOUNCEMENT
Archivist

Position Summary:
Chippewa Valley Museum, a nationally accredited regional history museum, actively collects oral histories, historical documents, photographs, and born digital materials. We're seeking an articulate and resourceful individual who can manage, care for, and improve access to these collections. This half-time position is responsible for the day-to-day operations of the Glen Curtis Smoot Library and Archive within the Chippewa Valley Museum and works closely with the public and collections, programs, and exhibit personnel. The Archivist reports to the Executive Director.

Essential Duties and Responsibilities:
Reference Services (40%)
- Make collections accessible to public and Museum staff and provide reference assistance
- Manage the photo reproduction program

Collections and Resource Management (25%)
- Accept, process, digitize, and care for library and archival collections
- Maintain departmental budget and purchase storage supplies

Public Programs (25%)
- Provide and prepare content for publication, social media accounts, and occasional public programs
- Assist Exhibit Team in developing long- and short-term exhibits

Operations/Other (10%)
- Supervise weekend building operations on rotation, as assigned.
- Supervise volunteers

Qualifications:
- *Required*: Excellent written and oral communication skills
- *Required*: Excellent interpersonal skills
- *Required*: Bachelor's degree from an accredited college or university or three years equivalent experience.
- *Preferred*: Experience assisting researchers
- *Preferred:* Knowledge of regional history
- *Desirable*: Experience working with digital collections
- *Desirable*: Experience working in a museum

Compensation: $13 - $15/hour. Actual rate depends on preparation and experience.

HOW TO APPLY: Email cover letter, resume, and references to searchcommittee@cvmuseum.com with name in the subject line. Application review begins January 2. Request a complete job description from searchcommittee@cvmuseum.com.