

SSHSA Archival Assistant Job Description

Background:

The Steamship Historical Society of America (SSHSA), located in Warwick, Rhode Island. Founded in 1935, the society has grown in size and scope which can be experienced at the Ship History Center, which houses the society's maritime reference library, archives, and exhibits featuring tens of thousands of artifacts and resources. The center is a connecting link where children, families and researchers can learn about ships, passengers and crew, and their roles in US history. Additionally, SSHSA has many digital resources that can be accessed through our website in our online database and virtual museum.

Position Summary:

The Steamship Historical Society of America seeks a knowledgeable and collaborative Archival Assistant to manage collections and research services. This is a part-time grant-funded position for a two-year period. The successful candidate will assist the SSHSA Archivist with collections processing and description, as well as research services such as reference interviews and answering research questions using materials in the library and collections. The assistant may also help with processing orders for reproductions of images and visual media. Students and graduate students in library studies are encouraged to apply.

Professional Requirements and Preferred Qualifications:

Requirements:

- Familiarity with library systems and database research.
- Experience with PC and Mac OSX.

Preferences:

- 1-2 years practical experience in a library, archives, or special collections.
- 1-2 years practical experience in digital archives or libraries.
- Experience with photo editing software such as Photoshop and GIMP.
- Experience with Microsoft Office Suite, especially Excel.
- Familiarity with PastPerfect 5 and PastPerfect Online CMS.
- Excellent interpersonal and communication skills.

Non-Discrimination Policy:

SSHSA provides equal employment opportunities to all qualified employees and applicants. Their treatment of all employees and applicants shall be without unlawful discrimination as to race, creed, color, national origin, sex, age or handicap in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination, and all other terms and conditions of employment except as provided by law.

Compensation: Hourly range \$17.50-\$22.50, (\$25-35,000 per year).

Note: We're asking for a part-time position, however SSHSA is open to a full-time one-year position for the right candidate.

Application Process:

To apply for this position, submit a cover letter and resume to Matthew Schulte, Executive Director, at mschulte@sshhsa.org.