

## Digital Archivist Job Description:

### **Background:**

The Steamship Historical Society of America (SSHA), 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, SSHA has many digital resources that can be accessed through our website in our online database and virtual museum.

### **Position Summary:**

SSHA is seeking a Digital Archivist for a part-time grant-funded temporary position. The successful candidate will assist the SSHA Archivist in creating a digital management plan to guide the creation, description and storage of digitized items in SSHA's collections. Additionally they will work on instituting standardized description and metadata for images and surrogates from two collections: in the Edward O. Clark Collection and the Braun Brothers Collection, which are digitized and partially available through the society's online database.

### **Professional Requirements and Preferred Qualifications:**

#### Requirements:

- MLIS from an accredited school or university, or equivalent experience.
- Knowledge of current best practices in describing and managing digital records, and metadata standards.

#### Preferred:

- One to two years practical experience in digital archives.
- Familiarity with PastPerfect5 and the PastPerfect Online CMS.
- Familiarity with Mac OSX and PC systems, especially Microsoft Office Suite.
- Practical experience in special libraries or special collections.
- Excellent interpersonal skills; a resourceful and collaborative team player.

### **Non-Discrimination Policy:**

SSHA 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:** \$20-\$25 (\$35-45,000 annual).

Note: We're asking for a part-time position, however SSHA 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@sshsa.org](mailto:mschulte@sshsa.org).