



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Art Museum Archivist
Department:	Art Museum
Reports To:	Danille Taylor, PhD

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned. The duties of this position are to be performed on-site during work hours as defined by the policies of the University."

General Function (Description):

Under the management of the Art Museum Director create an organized and accessible archive of the museum's paper documents. Inventory the paper records of the Art Museum and create a physical "archive" where materials are properly stored and preserved. Must be able to sort through numerous boxes, file cabinets and other areas of the museum to ensure documents that tell the story of the museum are retained and preserved. Knowledge of African American art is essential. Work with the staff of the museum especially the registrar/collection manager. Manage a student intern assigned to this project and other student volunteers. This is a grant funded position with limited scope.

Examples of Duties and Responsibilities:

- **Organize paper documents from various locations**
- **Create systematic inventory**
- **Identify historically valuable documents to determine if they are to be kept in the museum**
- **Create physical archive in museum with new shelving and boxes**
- **Recommend items for digitization**
- **Create document retention policy**

Knowledge, Skills and Abilities:

- Able to appraise documents for significance to the museum and artists in the collection.
- Project management experience
- Organizational skills
- Strong communication skills
- Work with students
- Proficiency with Excel and EmbARK management system
- Content knowledge of art, museums, and African American art.

Minimum Hiring Standards:

Education	Master's degree in Library and Information Science, Archival Science or related field from an ALA-accredited program, or equivalent experience.
Years of Experience	5 years working with art, institutional or academic archives Ability to perform physical tasks associated with creating an archive.
Years of Management/Supervisor Experience	3 years supervising students and interns

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