



Historic Huguenot Street
Archivist/Librarian
Job Description

Updated with increased compensation

Historic Huguenot Street (HHS), a 10-acre National Historic Landmark District in New Paltz, New York, is seeking a permanent, full-time Archivist/Librarian (A/L). The A/L manages archival collections and research library in support of HHS's mission to "preserve a unique Hudson Valley Huguenot settlement and engage diverse audiences in the exploration of America's multicultural past in order to understand the historical forces that shaped America." www.huguenotstreet.org

The Archivist/Librarian has primary responsibility for all aspects of the HHS Archives and Research Library. Major responsibilities include: the processing of archival collections; the creation and maintenance of databases, finding aids, and other tools facilitating discovery of, and access to, the holdings of the Archives and Library; responding to public and internal research requests; and writing and updating archives and records management policies (including record retention schedules and procedures). The A/L reports to the Director of Curatorial and Preservation Affairs (DCPA) and works closely with the Digital Librarian/Project Manager on a multi-year digitization project funded by the National Endowment for the Humanities. The A/L also collaborates, as needed, with the HHS Collections Manager, Collections Assistant, Building and Grounds personnel, and other staff.

RESPONSIBILITIES

Archives and Library Management

- Processes incoming gifts of archival and library materials, including completing and maintaining acquisitions paperwork and files, organizing materials, addressing re-housing needs, preparing finding aids, creating and updating records in Past Perfect, etc.
- Adheres to best practices for archival handling and identifies condition concerns. Creates and maintains proper records for insurance and audit purposes relating to the Archives and Library. Recommends appropriate insurance coverages.
- Coordinates meetings of the Archives Sub-Committee (ASC). Writes agenda and records minutes in consultation with the DCPA and the committee chairperson. Prepares reports and makes recommendations to the ASC concerning acquisitions for the Archives. Attends Collections Committee meetings and participates as needed.
- Writes and updates policies relating to the Archives and Library and works with the DCPA, ASC, etc. for review and approval, such as collection management, rights/reproductions and usage fees, researcher guidelines, etc.

- Works closely with the Digital Librarian/Project Manager (as well as volunteers and staff from partner institutions, as needed) to facilitate digitization of selections from the Archives (multi-year project funded by the NEH), including preparing archival manuscripts for transport to the conservation/digitization vendor and ensuring long-term preservation of the digital content resulting from the project.
- Maintains order and performs housekeeping in archives and library storage areas (library books are loaned to internal staff only). Regularly reviews environmental and other conditions and reports to the DCPA. Collaborates with the Building and Grounds staff to address issues relating to environment, pests, etc.
- Develops work plans and timelines for annual and project planning relating to the Archives and Library. Submits budget requests for supplies. Manages a modest budget for the purchase of library books.
- Participates in curatorial planning and projects relating to overall collection care and management (risk assessments, emergency planning, environmental monitoring, etc.)

Research, Access, and Exhibits

- Responds to online, phone, and mail reference requests. Records statistics and other information concerning research requests.
- Schedules appointments and assists on-site researchers at Historic Huguenot Street by explaining library and archival policy and guidelines, conducting reference interviews, identifying and retrieving research materials, photocopying documents, and monitoring the researcher.
- Supervises student interns and volunteers in various library and archival tasks.
- Writes social media posts relating to materials from the Archives about every six weeks.
- Provides collaborative support to Curatorial, Programming, and other staff in relation to collection research, exhibits, program development, etc. Works with the DCPA and Collections Manager to develop online and physical exhibits highlighting the archival collections.

Additional Responsibilities

- Works with the HHS Business Manager and other administrative staff to ensure appropriate management, retention, and disposal of institutional records.
- Participates in grant writing and fund development for projects relating to the Archives and Library by proposing projects, responding to questions from grant writers, providing content for applications, reviewing drafts, etc.
- Performs additional tasks as assigned and ensures timely completion of all projects in consultation with the DCPA.

REQUIREMENTS

- Master's degree from an ALA-accredited library program with formal training in archival management and preservation or commensurate experience.
- Two or more years' professional experience working with archives and/or special collections preferred.
- Knowledge of archival and library best practices, metadata standards, and workflows.
- Fluency with Microsoft Word, Excel, and other Office programs.
- Experience with collection management systems (HHS uses Past Perfect).

- Strong organizational skills and excellent attention to detail.
- Strong time management skills and ability to plan, implement, and respond to research requests and complete projects independently, without intensive supervision.
- Excellent writing and speaking skills in English.
- Experience reading hand-written script and transcribing original documents.
- Ability to work professionally and collegially with others.
- Interest and knowledge of early American history helpful. Familiarity with Hudson Valley and Ulster County history is desirable.
- Experience with genealogical research desirable.
- Experience with digital projects in a library, archive, or museum preferred.
- Experience with CONTENTdm or another digital asset management system is helpful.
- Reading knowledge of French and/or Dutch languages is a plus, but not required.
- Due to the responsibilities of the position and the nature of the HHS site, physical demands include the ability to lift 20 pounds, climb step stools/small ladders, climb stairs, walk the distance of site and navigate uneven ground and stone pathways.
- Valid NYS driver's license and personal vehicle helpful.

HOURS, SALARY, AND BENEFITS

This is a full-time, non-exempt (hourly) position at \$20-21 per hour and requires onsite work. Hours are 9am-5pm, Monday through Friday with occasional evening/weekend hours for special events and deadlines. HHS offers a generous package of paid holidays, vacation, personal, and sick time, and contributes to group health insurance. Other benefits are available.

TO APPLY

Applications will be reviewed immediately (via email only) and are encouraged by July 15, 2022. Please send the following via email to in a single PDF document:

- 1) a letter of interest (discussing how your experience and knowledge relate to the responsibilities of the position described above),
- 2) resume
- 3) list of three references

to Josephine Bloodgood, HHS Director of Curatorial & Preservation
collections@huguenotstreet.org (no phone calls, please)

(updated June 9, 2022)