



Henry Sheldon Museum of Vermont History

Research Center Archivist

The oldest community-based museum in the country, the Sheldon Museum has welcomed visitors and researchers since 1884. Local businessman and tireless collector Henry Sheldon filled the Museum with Vermont furniture, paintings, textiles, documents, household objects, and artifacts that provide a glimpse into Addison County's and Vermont's past. The Museum is housed in an historic 1829 Federal house and in addition to the permanent collection, includes a Research Center with an exceptional archival collection, exhibit galleries, lovely garden and barn, and Museum Store in the heart of the vibrant college town of Middlebury, Vermont. Residing in a thriving area between the Green Mountains and Lake Champlain, our region frequently appears on lists of the best places to live and work.

<https://www.henrysheldonmuseum.org>

Description:

The Henry Sheldon Museum of Vermont History (HSM) seeks a dedicated and knowledgeable **Archivist** to oversee the physical and intellectual care, organization, documentation, and public access of its Research Center collections. These collections include thousands of historical documents, books, maps, photographs, newspapers, ephemera, and other archival materials chronicling the history of Middlebury, Addison County, and broader Vermont from the late 18th century to the present day.

The Archivist ensures the highest standards of archival stewardship and access, in accordance with nationally recognized best practices and ethical guidelines. This position plays a key role in making the Museum's archival resources available to researchers, students, and the public while ensuring their long-term preservation.

The Archivist reports directly to the Executive Director and works collaboratively with the Collections Manager/Curator and Public History Fellow. This position will also work in coordination with HSM's long-term Archivist on succession planning in the Research Center.

Employment type: This position requires regular on-site time with occasional remote work.

Salary: This position is 32 hours/week and is compensated at a range of \$25-30/hour commensurate with experience, with up to 3% contribution to a retirement plan, paid vacation, holidays, and sick leave.

Primary Duties:

- Provide on-site and online research assistance to the public, scholars, faculty and students, and other users.
- Oversees and makes collections available for study, exhibition, and research.
- Curate exhibits and provide support and collaborate with Museum staff with permanent and rotating exhibits; support the use of archival collections in exhibitions and programming; oversee installation and deinstallation processes.
- Co-lead archival research in collaboration with Collections Manager and Public History Fellow, focused on highlighting a more inclusive, comprehensive, and complex history of Middlebury, Addison County and Vermont.
- Ensure proper care of archival collections, both analog and digital, including documentation, handling, preservation, storage, and display.
- Create and oversee all aspects of collection acquisition, processing, and intellectual access, such as accessioning, arrangement, preservation, storage, and description of archival collections according to recognized archives standards and best practices (DACS, EAD, Dublin Core, and others).
- Create or oversee creation of US MARC original cataloging, collections finding aids, indexes, and other intellectual control tools to archival collections; assess and maintain the archival portion of collections management databases (Past Perfect or other), collections files, and other essential records.
- Serve as a key point of contact between donors and negotiate proposed gifts in accordance with Museum Collections Policy.
- Oversee incoming and outgoing loans of archival materials, documentation, packing, shipping, receiving, logistics, and insurance consistent with industry best-practices and policy formulation.
- Represent HSM and Research Center at professional organizations, conferences, and community venues to enhance the understanding of its mission and collections.
- Oversee environmental monitoring controls of all archival storage rooms, including maintenance of current data in E-Climate software consistent with industry best-practices; oversee regular equipment upkeep and functions.
- Oversee maintaining Research Center's webpages and provide assistance with archival images for publicity and programming.
- Perform routine monitoring of integrated pest management in all storage areas.
- Perform administrative duties including maintaining Research Center files, assists in budget preparation and orders archival supplies.
- Assist in the development and implementation of HSM policies and procedures involving collections care and maintenance.
- Participate in various committee meetings as needed, including the Research Center Advisory Committee.
- Provides public tours and assists with other programs.
- Collaborate with the Executive Director on grant applications for archives needs.
- Recruit/supervise Research Center interns and volunteers.
- Special projects or other duties as assigned.

Requirements:

The ideal candidate will possess the following strengths and experience:

- Master's degree in or M.L.I.S. in Archives or Library Science, Museum Studies, or Public History, or comparable field and formal training in archives management and preservation or commensurate experience.
- Deep commitment to advancing public access and engagement for archival collections; willingness to work with a broad range of community members, scholars, researchers, and students.
- Knowledge of archives preservation requirements, storage needs, and registration procedures for archives and familiarity with digital preservation.
- Up-to-date knowledge of professional standards and trends.
- Demonstrated experience managing care, preservation, and documentation of archival collections.
- Must be able to sit, stoop, stand for extended periods of time, lift heavy containers (50 lbs.) and handle fragile items.
- Excellent oral and written communication skills; interpersonal skills; flexible, reliable, and detail oriented; excellent analytical and organizational skills.
- Ability to manage simultaneous priorities and meet deadlines.
- Self-motivated with the ability to work independently.
- Must have a commitment to inclusion and diversity and a passion for advancing equity.

To apply: Interested candidates please send a letter of interest, resume, writing sample and three references by July 11, 2025, to cmoseley@henrysheldonmuseum.org. Please submit applications with **Archivist [Last Name]** in the subject line. All materials will be confidential, and references will not be contacted without advance permission. No phone calls please.

We are committed to cultivating an inclusive work and learning environment and look forward to future team members who share that same value. The Henry Sheldon Museum is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local law