



JOB DESCRIPTION

STATUS:	NON-EXEMPT	<input type="checkbox"/>	EXEMPT	<input checked="" type="checkbox"/>
	PART-TIME	<input checked="" type="checkbox"/>	FULL-TIME	<input type="checkbox"/>

JOB TITLE: Archivist
DEPARTMENT: Orchestra Operations
REPORT TO: Director of Orchestra Operations and Touring

JOB PURPOSE

- The purpose of the Pittsburgh Symphony Orchestra Archivist is to facilitate the present work of the PSO through the identification, collection, and preservation of materials. Through its archives, the PSO promotes understanding of its rich heritage by providing and enhancing access to cultural heritage materials in its collections: including documentation of the PSO's artistic achievements, records of the PSO's activities, contributions of individuals who comprise the PSO community, and the registry of Heinz Hall for the Performing Arts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee the development and implementation of the institutional archives program including the appraisal, accession, and description of organizational records including: oral history recordings, moving image and audio records, concert recordings in analogue and digital formats, programs, posters, photographs, and records of institutional activities since the founding of the organization.
- Ensure the preservation of the collection through on-site and third-party digitization, environmental monitoring and stewardship, and implementation of DSpace-based preservation repository software for born-digital content.
- Ensure access to archival collections for both internal and external user communities through pro-active partnerships with regional research consortia, development of institutional records access points, and timely and thorough reference service.
- Engage the orchestra community and audiences by developing opportunities to share the rich history of the organization and enrich the community's relationship to the orchestra.
- Identify fundraising opportunities and serve as an active participant in efforts build the archival program.

QUALIFICATIONS

- Masters of Library and Information Science from an ALA-accredited library program, with concentration in archives, preservation, and records management.
- Demonstrated competency with archival description standards including: DACS; EAD; DublinCore; AAT; LOC Authorities.
- Functional knowledge of archival management software tools such as: ArchivesSpace, Archon or other relational database software programs. Experience with Archivists Toolkit a plus.
- Familiarity with best practice for digital preservation including use of institutional repositories. Experience with DSpace or other institutional repository a plus.
- At least 3-years' experience managing archival projects and working with interns and student workers.

Please send a cover letter and resume to Tabitha M. Pfeleger, Director of Orchestra Operations and Touring, at tpfeleger@pittsburghsymphony.org. Please submit your materials by Tuesday, September 15, 2015.