



Archival Technician – Job Listing

POSITION SUMMARY:

The Archival Technician will assist the Curator and Curatorial Assistant in digitizing and processing archival materials as part of a large-scale digitization project. This position reports to the Curator. This position is part-time at 15-20 hours a week with an hourly rate of \$17/hour.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Curatorial Assistant with digitization, uploading files to and entering metadata on the collections management system CatalogIt.
- Operate scanning equipment for preservation purposes and online presentation.
- Photograph objects in the Museum's collection and edit the photos using Photoshop.
- Assist in processing the Museum archives with tasks such as:
 - Rehousing items in acid-free, buffered folders, tissue, boxes, envelopes and other paper enclosures.
 - Arranging and describing items where original order is not present or is incomplete.
 - Updating records in CatalogIt to meet standards set by the Museum.
- Maintain good communication and work collaboratively with Museum staff and interns.

QUALIFICATIONS:

- Education: Bachelor's degree
- Previous experience working in an archive or museum
- Superior attention to detail
- Ability to multitask and work independently
- Strong communication skills
- Proficient in the Microsoft Office suite (MS Word and MS Excel)
- Ability to lift and carry up to 40 pounds

Any of the following would be a benefit:

- Experience with CatalogIt collections management software or other relational database
- Experience using Adobe Photoshop
- Fluent or proficient in Swedish

Submit letter of interest, 1-2 page resume, and 3-4 page writing sample to Sarah Hawkinson, Curator, hiring@samac.org by 09-15-2025 No phone calls, please.