



ARCHIVIST / COLLECTIONS MANAGER POSITION DESCRIPTION

GENERAL PURPOSE

This position is responsible for the access to, professional care, daily management and maintenance of the City of Deadwood and Deadwood Historic Preservation archival and archaeological collections. Duties for this position are performed through organization, preservation, storage, and interpretation that increase public awareness and understanding of historic and cultural resources owned by the city. Assist in maintaining a proficient and effective office committed to providing quality service to the citizens of Deadwood and the surrounding area.

SUPERVISION RECEIVED

Works under the general supervision of the Historic Preservation Officer.

SUPERVISION EXERCISED

Exercises supervisory, functional, and technical supervision over the hiring and training of high school and college student interns, part time archives / collections management employees, and volunteers.

Exercises supervision over the hiring and management of independent contractors as related to the annual archival and archaeological funded projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees all tasks associated with operating and managing a municipal/special collections archive and an archaeological repository based on best practices in accordance with Society of American Archivist Standards, National Park Service Museum Standards, and the South Dakota Archaeological Research Center Requirements for Submitting an Archaeological Collection.
- Provides the safety, security and longevity of irreplaceable archival, archaeological, and municipal records that retain high monetary value and enduring historical significance as related to the municipality and history of Deadwood, South Dakota.
- Performs the appraisal, arrangement, and description of archival and archaeological collections according to recognized archival standards.
- Provides technical advice in the way of archival, collections management and object conservation to the Historic Preservation

Officer, City Commission and Deadwood Historic Preservation Commission, city staff, Deadwood residents, and visitors.

- Establishes and works in conjunction with a wide and diverse network of professional experts from different scientific disciplines from across the nation on behalf of the City of Deadwood and the Deadwood Historic Preservation Commission.
- Conducts research inquiries; researches and gathers information to provide accurate answers and information for city staff, patrons, Deadwood residents and visitors; composes and sends correspondence to researchers and relevant parties outlining the results of the inquiries.
- Develops and assists in the production of written, printed, and online materials including brochures, calendars, books, articles, newspaper press releases, citywide newsletter articles, outdoor interpretive signs, traveling exhibits, web based and social media documents, temporary and permanent museum displays, City and Historic Preservation memorandums, and monthly staff reports.
- Conducts research, development, installation, and management of the outdoor interpretive panels within the city limits.
- Manages the City Archives Oral History program through soliciting potential interviewees, pre-interviewing potential candidates, developing an appropriate questionnaire, managing the independent contractor throughout the interview process, review and edit (if applicable) the interview manuscript, mail out the release form and transcription to the interviewees, and archive the completed manuscript and audio recording.
- Prepares records and maintains databases and spreadsheets for city owned archival, archaeological, municipal, and architectural collections and objects based on best practices.
- When applicable, prepares staff reports and memos for approval by the City and Historic Preservation Commissions.
- Oversees the creation, development, management, and display of exhibits at the Deadwood city hall, city owned buildings, visitor centers, and the Welcome Center.
- Develops and initiates best practices for the creation, management, and protection of digital born archives through ongoing digitization efforts.
- Attends meetings in the absence of the Historic Preservation Officer as a representative of the office, independently respond to matters concerning the office.

- Promotes Historic Preservation and history of Deadwood through public education and providing tours of the archival and archaeological facilities, historic cemeteries, and downtown core district.
- Actively participates in appropriate conferences, workshops, and public presentations as a representative of the City of Deadwood and the Deadwood Historic Preservation Commission. Promotes Deadwood's history through public education and outreach programs.
- Solicits appropriate institutions; oversees the loaning of City owned archival and archaeological collections and traveling exhibits; creates and submits loan agreements for Historic Preservation and City Commission approval; reviews items upon return; and closes out loan agreement.
- Prepares, submits, and implements the annual City Archives / Archaeology budget; collect and organize budget information; monitor assigned budget line item; provide status reports as required.
- Drafts and submits contracts for Historic Preservation and City Commission as part of annual budgeted archaeological/archival projects.
- Supervises and assists with Historic Preservation's recognition programs (Wall of Fame, Century Awards, and Headstone Grant Program); drafts and sends letters of correspondence to applicants; acts as liaison between Historic Preservation Commission, HP Office, and applicants.
- Develops and assists with the City Archives, City Archaeology, Wall of Fame, Century Awards and other departmental webpages and GIS Mapping Interface. Adds and edits content for the before mentioned webpages.

PERIPHERAL DUTIES

- Assists in compiling data/research as well as provides routine proof reading and editing support for office staff.
- Performs general tasks as requested for members of the City and Historic Preservation Commissions.
- Maintains database and electronic filing system for photographs, archival and archaeological based projects, digital outdoor interpretive signs, genealogical resources, and video collections.
- Oversees and assists with cultural resource management (CRM) and archaeological projects within the Deadwood city limits.

- Provides backup support by answering questions, telephone calls, and working with the public.
- Through outreach programs, works with patrons, support groups, designers, scholars, collectors, and members of the community.
- Manages offsite collections storage facilities within the city limits.
- Maintains, updates, and supervises the in-house Historic Preservation Library.
- Performs back up work as assigned.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Graduate of a college or university with a degree in History, Library Science, Anthropology/Archeology or another appropriate field.
- Two (2) years of working experience in one or more of the above fields.

NECESSARY KNOWLEDGE SKILLS AND ABILITIES

- Ability to work and communicate effectively, both orally and in writing.
- Ability to work independently or in a group setting.
- Must be self-motivated and create own deadlines.
- Ability to create and design databases.
- Flexibility to work on large spectrum of projects.
- Must possess a valid South Dakota driver's license.
- Good organizational skills and attention to detail.
- Telephone and etiquette skills.

TOOLS AND EQUIPMENT USED

Computer and associated software such as Microsoft Office suite or equivalent, Adobe Creative Cloud, PastPerfect Collections Software, large format scanner, digital camera, telephone, photocopier, and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must lift and move boxes or objects weighing as much as 50 pounds.
- The employee is required to climb ladders to shelve or retrieve archival materials and/or three-dimensional artifacts.
- The employee may occasionally work outdoors for limited periods of time in all types of weather.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable those individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to inside office working conditions, as well as onsite inspections outside of office despite weather conditions and exposure to allergens.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interviews, and reference check; job related tests may be required.

This job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.