



SOUTH CAROLINA HISTORICAL SOCIETY

South Carolina Historical Society

Position Description

Title: Project Archivist

Hours: Full-time, 40 hours

The SCHS seeks a collaborative, motivated, and service-oriented individual to serve as Project Archivist to arrange, describe, and catalog the Mother Emanuel Condolence Correspondence Collection. This collection consists of roughly 60 linear feet of condolence letters, cards, and other items sent to the historic Mother Emanuel A.M.E Church following the tragic shooting and murder of nine church members in June 2015.

The successful candidate will possess the following skills: responsiveness and willingness to work on special projects and assignments; analytical, communication and training skills; ability to prioritize work to ensure that goals are realized; and the ability to work independently and as part of a team in a production-oriented dynamic environment with a commitment to professional development and growth.

MAJOR DUTIES:

- Processing the Mother Emanuel Condolence Correspondence collection, including some re-housing of collection materials into archival storage
- Develops intellectual control of and description of materials in the collection, creating a detailed finding aid
- Processes materials following established conservation techniques, treatments and procedures
- Works in collaboration with other SCHS archives staff, members and staff of Mother Emanuel A.M.E church, and other community stakeholders
- Helps with outreach including SCHS and community events

MINIMUM QUALIFICATIONS:

- Bachelor's degree in related field, master's preferred
- Familiarity with best practices for archival processing
- Working knowledge of word processing, spreadsheet and database software applications
- Ability to lift items and containers up to 40lbs
- Sensitivity to and experience handling library and archival materials

KNOWLEDGE AND SKILLS PREFERRED:

- An ALA-accredited graduate degree in librarianship or other relevant graduate degree
- Experience processing archival collections and creating finding aids
- Effective and positive communicator

- Strong time-management skills
- Knowledge of South Carolina History a plus
- Ability to read cursive

DEGREE REQUIREMENTS

- Masters in Library and Information Science preferred

SALARY

- \$49,000 per year
- 40 hours/week.

TERM

This position is a full-time, grant funded, two-year term appointment.

BENEFITS

- Health insurance supplement
- 403(b)-retirement plan with employer match
- Paid time off
- Parking is provided
- As this project is sensitive and tragic in nature, access to mental health support is available.

SUPERVISORY CONTROLS and WORK ENVIRONMENT

The incumbent works directly for the Senior Archivist. The direction provided is general in nature except when changes in SCHS policies are necessary. The incumbent often works independently in the best interest of the SCHS. The work will generally be at the SCHS Archives, located on the third floor of Addlestone Library on the campus of the College of Charleston in Charleston, South Carolina. Remote work or flex schedule is not an option.

About the SCHS:

The South Carolina Historical Society (SCHS) is a nonprofit 501c3. It houses the state's largest private repository of historic documents, operates a museum in its historic Fireproof Building, produces two publications, and sponsors a variety of outreach programs for members, educators, students and the public. The organization's mission is to expand, preserve, and make accessible its invaluable collection, and to encourage interest in the history of the State of South Carolina. Membership in the Society is open to anyone who is interested in the state's past and supports the mission of the SCHS.

The South Carolina Historical Society is committed to fostering a workplace where everyone feels valued and respected, regardless of race, ethnicity, gender, sexual orientation, religion, age, disability, or socioeconomic status; we will actively recruit diverse talent, provide equitable opportunities for advancement, ensure inclusive practices in all aspects of employment, and readily accommodate individuals with disabilities to facilitate their full participation.

Applications:

To apply, please send a cover letter, resume and three references (include name, title, relationship to, email address, and telephone number) as a pdf email attachment to careers@schsonline.org.