

# MIKE KELLEY FOUNDATION FOR THE ARTS

## POSITION DESCRIPTION

<b>JOB TITLE:</b>	<b>Processing Archivist</b>
<b>DEPARTMENT:</b>	<b>Archives</b>
<b>STATUS:</b>	<b>Full-time</b>
<b>REPORTS TO:</b>	<b>Archivist</b>
<b>STARTS:</b>	<b>February 2020</b>

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## POSITION SUMMARY

The Mike Kelley Foundation for the Arts advances the artist's spirit of critical thinking, risk taking, and provocation in the arts. Established by Kelley in 2007, the Foundation seeks to further Kelley's philanthropic work through grants to arts organizations and artists for innovative projects that reflect his multifaceted artistic practice. The Mike Kelley Foundation for the Arts Archives maintains a collection of original papers and materials related to the artist's life and work, which include substantial digital holdings. These materials were accumulated over the course of Mike Kelley's life and transferred to the Foundation in 2015. The Archives also maintains the records of the Mike Kelley Foundation for the Arts, which was founded by the artist in 2007 and continues his philanthropic legacy today.

The Mike Kelley Foundation for the Arts is seeking a full-time processing archivist to establish protocols for and perform processing activities in a newly established archival program. Reporting to the Archivist, the major focus of the position will be to make materials accessible to researchers and other stakeholders when the research center opens in late 2020. This is the perfect opportunity for someone interested in bringing their skills and passion for archives to a singular collection in a creative work environment.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Recommend and implement collection management policies and procedures.
- Prepare processing workplans for repository collections and series according to their assessed research value.
- Collaboratively develop procedures for processing digital records, including photographs, email, and audiovisual files.
- Appropriately rehouse materials and identify those that need conservation treatment.
- Catalog resources using ArchivesSpace.
- Support in-house research by providing hands-on research assistance and staff access to materials.
- Take responsibility for the security and environmental monitoring of archival facility.
- Support other areas of archival program, as needed.

## MINIMUM REQUIREMENTS

- Graduate degree in archival studies from an ALA-accredited program.
- Demonstrated knowledge of archival theories and practices, especially related to arrangement, description, housing, handling, and preservation.

- Ability to simultaneously engage in big-picture thinking and produce detail-oriented work.
- Training and interest in working with digital archives.
- Facility using information management systems; experience using ArchivesSpace and FileMaker Pro is desirable.
- Excellent verbal and written communication skills and collaborative nature.
- Ability to self-direct and make evidence and standards-based recommendations.
- Must possess a valid driver's license.

### **PREFERRED QUALIFICATIONS**

- 3-5 years of full-time (or its equivalent) professional experience in archives after graduate school.
- Experience administering information management systems and/or databases.
- Digital Archives Specialist (DAS) certificate holder or similar coursework completed.
- Dynamic self-starter with high professional standards who enjoys collaborating to achieve the best possible outcome.
- Background in art history, contemporary art knowledge, and/or familiarity with artistic studio production processes.

### **ADA SPECIFICATIONS**

- Prolonged standing and climbing step stools to retrieve and replace boxes weighing up to 35 pounds.
- Must be able to lift and carry up to 35 pounds while using appropriate lifting techniques and following all safety rules.

### **COMPENSATION AND BENEFITS:**

Salary commensurate with experience, skills and fit. The work schedule will be Monday through Friday from 9:00 AM to 5:00 PM. Competitive benefit package includes paid time off, health insurance, and 401k.

### **APPLICATION PROCESS**

Please send a cover letter, resume, and a sample of a finding aid or other descriptive product that you created to [jobs@mikekelleyfoundation.org](mailto:jobs@mikekelleyfoundation.org).

### **DEADLINE**

Applications will be accepted until the position is filled.

It is the policy of Mike Kelley Foundation for the Arts to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.

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The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.