

COMPANY

The Portman Archives' mission is to collect, preserve, organize, describe, make available and interpret materials which document the life and architectural career of the architect John C. Portman, Jr. and promote the study and understanding of his vision and legacy.

POSITION

The Portman Archives seeks an archivist to oversee arrangement, cataloging, processing, and digitization of our image collections, work with the archive team to continue our oral history project, manage and catalogue current publications and incoming publications, and to manage the archive holdings inventory.

MAJOR TASKS AND RESPONSIBILITIES

- Maintain the established archiving procedures, including tracking of image collections, container types, collection image surrogates and born digital originals through Excel spreadsheets, Microsoft Word documents, Adobe Bridge, and Cuadra's Star Knowledge Center for Archives (SKCA) database.
- Accurately and efficiently arrange, weed, rehouse, number and store collection materials.
- Accurately and efficiently create collection, series, and item level records for archival collection materials in SKCA according to established workflows.
- Maintain careful and proper handling of archival photographic materials from removal of old housing through rehousing, storage, pulling of materials for scanning and return of materials to the archive vault.
- Accurately and efficiently create, populate, and update container records in SKCA.
- Accurately and efficiently add metadata and copyright statements to digital surrogate images, duplicate, resize, watermark and prepare digital surrogates for ingest into digital asset management system using Adobe Bridge and Adobe Photoshop.
- Accurately and efficiently records and catalogues oral histories.
- Accurately and efficiently creates, populates, and updates publication records in SKCA.
- Accurately and efficiently manages existing and incoming books, magazines, newspapers, and born digital articles.
- Provides archives reference services to internal Portman staff and assists with external reference requests.

- Produces error free transfer of information during data entry, double checks work, and can stay focused and engaged during routine and repetitive tasks.
- Produces engaging and informative online exhibitions about collection holdings on the Portman Archive web site.
- Works with archive team to provide engaging walking tours of Portman projects located in downtown Atlanta.

MINIMUM QUALIFICATIONS

- Must be detail-oriented and sensitive to the necessity of accurate record-keeping.
- Must be proficient in Microsoft Office, Word, and Excel, Adobe Photoshop and Adobe Bridge.
- Master's degree in a related field of study (Archives, Public History, History, Library Science, Museum Studies, or Fine Arts) or 3 years archival work experience with photographic collections and archives project management.
- Experience working with photographic, architectural, and visual materials.
- Knowledge of intellectual property concerns with image collections.

PREFERRED QUALIFICATIONS

- Experience working with archival collections in a database.
- Experience handling delicate, fragile, or otherwise sensitive materials including traditional photographic materials.
- Experience using digital asset management software such as Star Knowledge Center for Archives (SKCA).
- Experience with DACS (2nd edition), and Dublin Core.
- Experience with using controlled vocabularies.
- Experience with audio recorders and oral history projects.
- 3 years with archival image project management.
- Experience working with archive legal issues of intellectual property, access rights, confidentiality, and security.

PHYSICAL REQUIREMENTS

- Regularly lifting 30-40lbs (document boxes).
- Regularly lifting, carrying, stooping, bending, kneeling, crouching, climbing, and walking required.

KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES

- Demonstrated work experience with database maintenance, entry, and reporting.
- Must be self-motivated and able to work independently and collaboratively as part of a team to see projects through to completion.
- Ability to multitask.
- Adept at working alone on long, arduous projects.
- Must have neat handwriting.
- Excellent organizational skills with careful attention to detail and accuracy.
- Strong verbal and written communication skills.
- Proficient research skills and digital fluency.

POSTION DETAILS

Company: The Portman Archives, LLC

Reports to: Andrea Richardson, Archives Manager

Status: Full-time

Salary: \$40,000 to \$45,000 based on experience (non-exempt)

Relocation: None provided

The Portman Archive, LLC provides an excellent compensation and benefits package, including medical, dental, vision and life insurance, 401K plan with employer match, a generous vacation/sick plan, and opportunities for professional development. Our centrally located office in the heart of downtown Atlanta offers convenient access to MARTA and other amenities at Peachtree Center, including an on-site gym.

APPLY FOR THE POSITION

Qualified candidates should send their cover letter, resume and salary history to careers@portmanholdings.com with the subject line 'Archivist'. Applications will be accepted until Feb 22, 2019, 5:00 pm. NO PHONE CALLS PLEASE.