

**Jewish Historical Society of Greater Hartford**  
333 Bloomfield Avenue, West Hartford, Connecticut  
[www.jhsggh.org](http://www.jhsggh.org)

### **Part-Time Archivist Position**

The Jewish Historical Society of Greater Hartford is a vibrant non-profit community archive that holds over a hundred years' worth of local history. As a membership organization that offers a variety of community programs, the Society actively documents the local Jewish community of the past and present to preserve this history for the future.

The Archivist holds a dual position of collections manager and technical support. They are responsible for maintaining the ArchivesSpace database, as well as managing analog and digital collections, processing and handling acquisitions and archival requests, assist with exhibit research and documentation. The Archivist also manages the Society's Wordpress based website and social media pages, as well as creates publicity materials. As part of the team of a small non-profit, this position provides an opportunity to conduct diversified and interesting work.

The Archivist works Tuesdays and Thursdays, plus occasional evenings as needed to provide assistance and technical support for Society programming.

#### **Required Qualifications:**

- Strong technical skills
- Very organized and detail oriented
- Ability to work independently while overseeing various projects and collection requests

#### **Preferred qualifications:**

- Library Science degree preferred, but not necessary
- Familiarity with ArchivesSpace, Archivists' Toolkit, or similar programs a plus

For more information or to apply, contact Estelle Kafer at [ekafer@jewishhartford.org](mailto:ekafer@jewishhartford.org).