

POSITION TITLE: ARCHIVIST, Ree & Jun Kaneko Foundation

Contact / email: Jun Kaneko Studio 402-341-4523

Troia Schonlau, collection@reeandjunkanekofoundation.org

Hours: 9-5 M-F w lunch paid hour, yearly salary

Pay: 48,000-54,000 depending upon qualifications.

Location: Ree & Jun Kaneko Foundation, Omaha, NE

SUMMARY:

The Archivist directs and manages the operations for the Ree & Jun Kaneko Foundation Archives.

ESSENTIAL DUTIES:

- Develop and implement archival policies and procedures with regards to appraising, accessioning, processing, documenting, and accessing archival collections.
- Research, compare, select, and implement vital technologies and services to achieve archive objectives, especially: Archival Collection Management System(s), Digital Asset Management System(s), digitization equipment/technologies. We currently use Claris Filemaker as our database software.
- Facilitate archives access requests by internal staff and outside researchers.
- Respond to archives information inquiries and requests.
- Supervise and train archives staff, interns, and volunteers.
- Create and maintain digital archives collections, maintain digital objects and their corresponding metadata.
- Promote collections through the Web, online exhibits, print/electronic guides, newsletters and other publications, social media, presentations, instructional sessions, and other outreach activities.
- Collaborate with partner organizations to deploy outreach events, tours, exhibits, and programs to promote use of archives collection materials.
- Identify funding opportunities and participate in writing grant proposals.
- Represent the Archives on relevant internal and external committees and organizations.
- Perform other duties and assist with special events as assigned.

MINIMUM QUALIFICATIONS:

- MLS or equivalent from an ALA-accredited program, preferably with an emphasis in archives, **OR** Masters degree in Art History or a related field with an Archivist Certification from Academy of Certified Archivists or Society of American Archivists.

- 3 years of relevant work experience
- Knowledge of standard archival theory and practice, preservation concepts, principles, and methodologies, finding aids
- Knowledge of developing digital collections
- Knowledge of current metadata standards used for describing digital materials
- Experience with archival and museum collection management systems
- Experience with digital asset/content management systems

PREFERRED QUALIFICATIONS

- Experience with digitization of collection items, especially photographic materials
- Experience in conservation techniques and digital preservation
- Successful grant writing experience
- Experience managing assistants and volunteers
- Basic familiarity with ceramic art terminology and processes.