



Part-time Archives and Research Manager

Historic Beverly seeks applications for the position of part-time Archives and Research Manager. The Historic Beverly archival collection encompasses over 600,000 objects including manuscripts, books, photographs, maps, and other archival materials related to the history of Beverly and the North Shore of Massachusetts. Working with the Associate Director for Collections, the part-time A&R manager will work to ensure that the institution manages, preserves, and maintains the highest quality of care and access to the Historic Beverly archival collection.

The position includes the following responsibilities:

- Coordinate and facilitate archival access requests by staff and the public
 - Process all ongoing research communications with Historic Beverly visitors both online and on-site
 - Research and respond to rights and reproduction requests
 - Responsible for providing scans of images and documents as needed using appropriate digital and metadata standards
 - Coordinate and facilitate archives use in Historic Beverly public programs
- Manage and update the collections management system (PastPerfect) associated with the Historic Beverly archives and library collection
- Responsible for archival maintenance
 - Evaluate and coordinate the re-housing and stabilization of archives
 - Ensure accurate and up-to-date inventories and reconciliation of archives and records, including spot check inventories
 - Oversee the daily supervision and upkeep of the research areas including the library, research room, research office and archival storage spaces.
- Provide archives-related content for Historic Beverly's website, social media, and for other marketing needs
- Manage and train archives interns, students and volunteers

The Archives and Research Manager also serves as museum staff, including all related responsibilities (museum tours, visitor center, shop, etc). All staff are expected to advocate for Historic Beverly, offer the best possible experience to all visitors, and be proactive about life safety, collections care, and customer service.

Requirements: An MLS from an ALA-accredited program in library science, with a concentration or significant coursework in archives management; a minimum of 1-2 years' experience processing archival collections, exposure to PastPerfect is a plus.

Salary range: \$16-\$18 per hour up to 20-24 hours per week

Send resume and writing sample to abattis@historicbeverly.net with subject line: A & R Manager by August 25.