



## ARCHIVES ASSISTANT PART-TIME

### The Organization

The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to [www.georgiahistory.com](http://www.georgiahistory.com).

### Position Summary

The role of the **Archives Assistant** is to assist the Archivist with all aspects of arrangement, description, and preservation of materials in all formats within the collection of the Georgia Historical Society. The Archives Assistant is also responsible for providing reference services to the patrons of the Georgia Historical Society.

### Responsibilities Include (incumbent may perform other duties as assigned):

- Assists with accessioning materials
- Assists in arranging, describing, and re-housing archival materials and objects which have been received into the collection
- Contributes to the cataloging of archival materials and objects
- Assists in staffing the Reference Desk and provides reference services and monitoring of researchers in the Reading Room as needed
- Participates in education and outreach activities as necessary
- Assists the Archivist with other duties as needed
- Participates in planning and work with the entire Georgia Historical Society staff to ensure integration of library/archives component into the mission and goals of the Society

### Experience/Skills Required:

*Knowledge, skills, and abilities:* Knowledge or training in accessioning and processing archival collections. Skill in working with the public with a strong commitment to customer service. Demonstrated ability to work independently and as a part of a team, to organize and prioritize work and act with initiative and good judgment. Must be a self-starter with flexibility and a willingness to get the job done. Excellent writing, editing, and proofing skills, along with excellent problem solving, interpersonal, and communication skills. Must be able to work well under pressure and with attention to detail. Must represent the Society in a professional manner and be able to work well with diverse groups of people including patrons, board members, donors, volunteers, and staff. Knowledge of the Microsoft Office Suite.

*Education:* Bachelor's degree in a related field.

*Preferred experience:* Minimum of two years' experience in library/archival repository or museum/cultural institution setting; knowledge of archival practices and reference services and resources; knowledge of integrated library systems and Georgia history a plus.

*Physical demands:* While performing the duties of this job, the employee is regularly required to see, talk, hear, stand, walk, and bend. This is largely a sedentary role; however, some filing and lifting is required to perform the essential functions of the job. This would require the ability to lift 40 pounds, reach and open file cabinets, traverse stairs, and bend and stand as necessary.

**Supervisory Responsibilities:** N/A

**To Apply**

Send cover letter and resume to:

Archives Assistant

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: [jobs@georgiahistory.com](mailto:jobs@georgiahistory.com)

*No phone calls please*