



Archival Project Manager- Short Term Position

Please Note: *This is a temporary position with the project to be completed no later than March 2023.*

The Archivist will oversee our special project to build a system for the professional care, management, and maintenance of the Port Angeles Fine Arts Center Archival Art Collection including its organization, preservation, and storage. Additionally, the Archivist will work with staff to develop and implement archival policies and procedures with regard to processing, documenting and accessing archival collections.

We are looking for someone who is passionate about educating staff and volunteers to support arts curation and preservation. Ideal candidates have previous project and volunteer management skills, knowledge of art preservation methods, competence with online tools and database management, and the ability to work in a fast-paced environment.

Essential Duties and Responsibilities:

- Oversee the development of an online inventory for our current collection.
- Evaluate and coordinate the re-housing and stabilization of our art collection.
- Recruit, supervise and train archives interns and volunteers to support the inventory and rehousing effort.
- Be responsible for the appraisal, arrangement, and description of archival collections according to recognized archives standards (DACs, EAD, Dublin Core)
- Determine appropriate storage and coordinate the move of archives into new or improved storage conditions.
- Create, develop, and implement collections management policies; archives procedures; and a procedures manual in partnership with Staff and board.
- Conduct training for staff and volunteers regarding records management and policies.
- Maintain the budget for this project and complete related grant reports.
- Comply with PAFAC safety policies and procedures, as well as any current health and safety guidelines from governing bodies.

Desired Skills and Experience:

- Knowledge of archives preservation requirements, storage needs, and registration procedures for archives and up-to-date knowledge of professional standards and trends.
- Familiar with legal requirements related to archives and experience in compliance with same.
- Familiarity with records produced by cultural and fine arts sources and awareness of cultural sensitivity issues.
- Good organizational skills and attention to detail.
- Familiarity with Microsoft Office suite or other similar products.
- Ability to work independently, as well as part of a team.
- Strong communication skills and the ability to manage ongoing communications with staff, volunteers, and community partners.
- Awareness and knowledge of cultural competencies and social justice issues, with demonstrated actions toward creating more just and equitable communities. Demonstrated commitment to diversity, equity, and inclusion.

Additional Requirements:

- Flexibility in schedule and duties ranging from office days to active program participation for trainings and art archival volunteer days.
- Ability to sit, stoop, or stand for extended periods of time, lift up to 50 lbs and handle fragile items
- Proof of vaccination
- Reliable transportation
- Support PAFAC staff to fill in the occasional gaps in staffing on special projects.

Compensation & Benefits:

- Average of 10 hours per week with flexibility in the schedule to arrange hours based on the needs of the project. (Up to 200 hours total)
- \$21-23 per hour depending on experience + 1 hour of PTO for every 40 hours worked.

To Apply: Please send your resume and cover letter to christine@pafac.org.

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