

Tennessee Secretary of State
Tre Hargett



Division of Human Resources and Organizational Development
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JOB ANNOUNCEMENT

Archivist I - Audiovisual Materials

Tennessee Department of State
Tennessee State Library and Archives
Archival Collection Services

Mission: The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

Supervisor: Manager of Legislative and State Records

Summary: Work primarily with audiovisual collection materials in accordance with accepted archival standards, including arrangement and description, processing, and reformatting. Work closely with the Description & Access team.

Duties/Responsibilities

- Processes manuscript collections and state agency record groups of increasing complexity and participates in group processing projects
- Arranges and describes archival materials in accordance with Describing Archives: A Content Standard (DACS) and other relevant archival standards; ensures DACS compliance for finding aids.
- Assists with holdings management activities, including serving as stack puller as assigned.
- As assigned, assists with the accessioning of manuscript collections or the transmittal of state agency records.
- Ensures completion of collections management and control activities, including collections assessment, stacks maintenance, coordinating preservation and reformatting activities with appropriate library departments, and collecting workflow, use, and other statistics about the collections.
- Collaborate with colleagues in the Preservation and Digital Services section to identify preservation needs and ensure timely and accurate preservation, digitization, and researcher access to archival audiovisual materials.

Minimum Qualifications

Education and Experience:

- Master's degree in Library/Information Sciences, Archives Management, Public History, or a related field from an accredited college or university.
- Experience equivalent to one year working with archival collections, library special collections, or records management.
- Experience in archival arrangement and description is required.
- Cataloging experience preferred.

Knowledge and Abilities:

- Knowledge and understanding of the process and principles of records appraisal and disposition and the basic principles of archival theory and practice
- Familiarity with current approaches to accessioning, processing, and description of born-digital archival materials.
- Demonstrated competency in spreadsheet, database, and word-processing skills
- Strong competency in English composition equivalent to that of a successful research paper at the graduate level
- Excellent oral and written communication skills and the ability to work collegially are essential.
- Ability to work in confined quarters and dusty or damp conditions for extended periods of time during an examination of neglected records storage
- Ability to lift and carry boxes of books and records weighing up to forty pounds up flights of stairs

Salary: \$47,000 annually plus the State of Tennessee Benefits Package.

To apply: Please email your letter of interest and resume to the Division of Human Resources & Organizational Development, sos.hr@tn.gov. Please include the job you are applying for in the subject line.