



NOW RECRUITING! Archival project assistant position in Albany NY

The State Archives is seeking to fill a temporary project assistant position to assist the New York State Historical Records Advisory Board (SHRAB) and State Archives with research, benchmarking, and content development related to a National Historical Publications and Records Commission (NHPRC)-funded grant project entitled "Lessons form a Theft: Bringing Security Tools and Knowledge to New York's Historical Records Community." The project seeks to develop a web resource on archival security and to deliver a series of security workshops to records custodians statewide. Project tasks, which will be carried out under the direction of SHRAB and Archives personnel, include:

- Gather and draft web content for web pages, based on analysis and recommendations of SHRAB and Archives staff. Content will likely include: guidelines and best practices for safeguarding collections; recommended policies and procedures to ensure security of collections and institutional accountability; strategies for searching for and retrieving stolen, lost, or alienated records; instructions for reporting lost/stolen records; a clearinghouse for repositories that have lost materials; and guidelines for recognizing alienated government records
- Provide support in workshop planning and delivery, including arrangements with workshop hosts/venues, scheduling, preparation of handouts, registration, and evaluation
- Assist in reporting efforts to NHPRC, project partners, and records community.

This is a unique opportunity to gain a broad understanding of New York's historical records repositories as well as the SHRAB and the State Archives.

Qualifications

Proficiency with Microsoft Office Suite software (including Excel and Access) and Wikis; familiarity with searching the web; strong organizational skills; strong oral and written communication skills; excellent interpersonal skills; and the ability to work independently. Prior archives experience is desirable but not required.

Hours and Schedule

Employment is for 37.5 hours/week between the hours of 8:30 A.M. and 5:00 P.M., Monday through Friday. Period of employment is 10-12 months starting March 2010.

Environment

The State Archives, with the State Museum, State Library, and Public Broadcasting, is part of the Office of Cultural Education, which supports research, operates programs and develops collections that serve the long-term interests of the institutions and residents of New York.

Qualified applicants should send a resume and letter of interest by February 12, 2010 to:

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