



AMERICAN HISTORICAL SOCIETY
OF GERMANS FROM RUSSIA
Honoring our Past • Embracing the Future

AMERICAN HISTORICAL SOCIETY OF GERMANS FROM RUSSIA

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402.474.3363 | www.ahsgr.org

JOB ANNOUNCEMENT

Archivist

The mission of the American Historical Society of Germans from Russia (AHSGR) is to discover, collect, preserve, and share the history, cultural heritage, and genealogical legacy of Germanic Settlers in the Russian Empire.

Founded in 1968, we have 3,000 members worldwide, a museum campus with replica buildings and artifacts of German Russian heritage, a robust publishing program, and a research library that houses the largest collection of German Russian ancestral records and documents in the Western Hemisphere.

You are invited to learn more about us at: ahsgr.org

JOB SUMMARY

Manages and provides access to the archival collections of the organization in accordance with professional standards and best practices.

JOB ACCOUNTABILITIES

- With Librarian, provides research assistance and technical support for all library/archive patrons (internal and external)
- Oversees all aspects of archives collection management including acquisition, control, descriptive standards, maintenance and preservation activities, policy and plan development, assessment of furniture and equipment needs, and collection management systems
- Works with Digital Asset & Media Specialist to establish priorities and workflows for the acquisition of born-digital resources and internal digitization efforts
- With Librarian, oversees security, access, and environmental control of the library/archives
- Provides oversight of the organization's record retention schedule and advises staff on proper record-keeping practices for physical and born-digital records
- Provides content for print and online applications as needed
- With staff team, develops programs that further the library/archive and organizational mission (in-person and online)
- With Librarian, supervises volunteers and student interns in the library/archive
- Builds relationships with other archives and organizations that further the programmatic mission of the organization
- Serves on staff teams providing vision and oversight for visitor/member engagement, exhibition planning (online and onsite), and online content creation
- Answers the telephone, greets museum visitors, and helps give tours when needed
- Provides logistical and organizational support during the annual convention (online and/or in-person)

MINIMUM QUALIFICATIONS

An undergraduate degree plus a minimum of two years of archival experience or a graduate degree with

an emphasis in archives or Archival Certification.

PREFERRED KNOWLEDGE/SKILLS/ABILITIES

- Demonstrated experience with archival descriptive standards, archival and library technologies, and providing research assistance in an archives or special collection setting
- Interest and experience with genealogical research
- Demonstrated ability to learn and work with varied technologies, platforms, and industry specific software
- Excellent organizational skills, experience prioritizing workflows, and attention to detail
- Proficient written and oral communication skills
- Adaptability and the ability to work positively and collaboratively with the public, researchers, and the staff team

POSITION CONDITIONS

- Full-Time position, Monday-Friday, some flexibility in work schedule
- Occasional evening and weekend events/meetings
- Occasional same day or overnight travel

SALARY AND BENEFITS

- \$40,000-\$50,000 based on experience and education
- Accruing PTO, retirement plan with employer match, healthcare/insurance premium allowance

TO APPLY

Resumes must be received by April 30, 2022. Email letter of interest and resume in PDF format to darenz@ahsgr.org using the job title and your name in the subject line (example: Archivist_ Sally Smith). All attachments should include your name in the file name (example: Sally Smith_Resume). Interviews will be scheduled for early to mid-May.