

Glenstone

Position

Assistant Archivist

An Introduction to Glenstone Museum

Glenstone is an art museum located on more than 200 acres of rolling hills and unspoiled woodland in Potomac, Maryland. Conceived by founders Mitchell and Emily Rales on their deeply held belief that art is essential to life, it has already become one of the finest collections of modern and contemporary art in the world. In addition to the current museum, when its new museum building opens to the public in 2018, Glenstone will become the largest private museum in America welcoming 100,000 visitors every year free of charge. By thoughtfully integrating the power of art, the energy of architecture and the serenity of landscape, Glenstone is both a distinctive idea and a unique place.

Glenstone is proud to foster a professional environment in which people can do interesting, fulfilling and enjoyable work. Not only do its founders develop and oversee all acquisitions and exhibitions, but Emily Rales also serves as director of the Museum and curator of the collection. This provides all associates an unusually high degree of access and interaction with the spirit and vision of Glenstone. To work at Glenstone is to be a part of something bigger, something more meaningful, and something truly special. It is a chance to do a job to the highest standard, with the resources and support available of a founder-led and endowed organization. It is an invitation to be engaged, challenged and stimulated, to help fulfill a powerful mission, and to contribute to a noble purpose.

We are incredibly proud of what Glenstone offers to those who create, appreciate, study, and otherwise participate in the world of art; and we are equally proud of what Glenstone offers to those who choose to join us in doing so. There is no better time than now to become a part of Glenstone.

Position Overview

Reporting to the Chief Archivist/Librarian, the Assistant Archivist will serve as part of a dynamic team in managing and preserving Glenstone's archival assets. The Assistant Archivist will work in collaboration with the Library and Archives team to ensure long-term access to the institutional records.

Desired Attributes & Characteristics

The ideal candidate will possess flexibility, excellent communication skills, will be a problem solver, and be personally and professionally motivated by collaborating with a variety of associates. Desired characteristics also include a strong work ethic, as well as an attention to detail, and focus on deadlines. In addition, we are looking for someone that can embrace Glenstone's core value of "continuous improvement" through an interest in professional development to advance their knowledge and expertise to surpass our previous best efforts.

Key Responsibilities

- Assist in the establishment, implementation, and regular evaluation of policies regarding the accessioning, processing, and preservation of archival content in accordance with best professional practices
- Manage the ingestion, storage, and access of digital assets, including professional video and high-resolution photography

- Coordinate the use of archival content through a variety of mission-critical workflows, such as rights and reproduction, video production, staff research, and communications
- Maintain statistics on outreach activities, reference requests, project work, storage conditions, and the overall growth of the archives
- Assist in the formulation and administration of an institution-wide records management program to encompass both physical and digital records
- Supervise interns and project workers
- Respond to reference requests from Glenstone associates

Required Skills & Experience

- ALA-accredited master's degree in Library and Information Science with a concentration in archives and Records Management, Digital Curation, or related discipline.
- Familiarity with professional metadata schema and content standards concerning the management of archival collections and digital assets, such as DACS, Dublin Core, PBCore, VRA Core, EXIF, IPTC, XMP, and PREMIS
- Demonstrated experience writing, implementing, and assessing policies and workflows concerning the management of physical and digital collections
- Strong technical ability to learn new software, evaluate information systems, and implement innovative strategies for preserving and cataloging archival content
- Strong interpersonal and proactive ability to advocate archival policies, ensure compliance with best practices, and liaise with diverse stakeholders

Preferred Qualifications

- Knowledge of modern art and architecture and/or background in museum archives
- Experience with CollectiveAccess, or similar collections management system, for the management of archival collections and digital assets
- Experience processing and cataloging specialized formats, including architectural records, audiovisual tapes, and ephemera
- Experience supervising interns and/or student workers
- Knowledge of professional video production and photography practices
- Experience with the Adobe Creative Cloud, particularly Adobe Premiere, Adobe Bridge, and Adobe Photoshop

Salary & Benefits

Associates are crucial to achieving Glenstone's mission and we offer a competitive salary commensurate with experience. We also provide a total benefits package that helps you manage your health, protect your income, and prepare for your future. To promote collaboration and show appreciation to associates, Glenstone provides a weekly staff lunch, on-site health and wellness classes and volunteer opportunities.

Benefits include medical, dental, and vision insurance; life, long-term and short-term disability and AD&D insurance, a Flexible Spending Account (FSA); a 401(k) retirement account with a matching contribution; an Employee Assistance Program (EAP); and tuition reimbursement.

Application Process

Submit a cover letter, resume, salary requirements and a list of three professional references electronically to our **Glenstone Jobs portal**.

Date Posted

April 25, 2017

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.