



We're
Hiring

Archivist



MISSION: To make history come alive by collecting, preserving, and sharing the stories and artifacts of our common heritage.

POSITION TITLE: Archivist
STATUS: Part-time
\$22/hr
REPORTS TO: Executive Director
SUPERVISES: Volunteers, students or interns (occasional)

DUTIES AND RESPONSIBILITIES

1. Coordinate research and public services at the Research Library of the Southern Oregon Historical Society.
2. Manage organization and cataloging of the Library and Archives
3. Assure the safety and appropriate handling of archival materials
4. Enhance public access by making the Research Library collection available online
5. Coordinate training and supervision of the work of 20-30 volunteers who keep the library running on a day-to-day basis
6. Set up and monitor projects carried out by Library volunteers that improve the organization and accessibility of the Archives
7. Provide excellent public research services
8. Work with the SOHS Webmaster to assure the availability of online research materials and other SOHS resources
9. Manage SOHS's PastPerfect cataloging system, including uploads to the public online catalog, training staff and volunteers, troubleshooting, correcting errors, etc.
10. Serve on the Library Committee, the Collections Committee and other committees as assigned
11. Assist in general SOHS operations as requested or assigned by the Executive Director or the Board of Trustees
12. Other duties as assigned by the Board of Trustees or their designees

EDUCATION AND EXPERIENCE

1. Master's degree in Library Science, Information Science, Museum Studies or equivalent degree from an accredited institution
2. Three or more years of professional experience working in a research library.

SKILLS AND ABILITIES

1. Management and supervisory skills
2. Knowledge of budgets
3. Ability to work effectively with public, staff and volunteers
4. Excellent communication skills
5. Thorough knowledge of PastPerfect, SOHS's cataloging software, is preferred
6. Ability to apply advanced computers skills, including work with Microsoft Office Suite, Photoshop, Adobe Acrobat, Audacity and others
7. Ability to lift and carry 25 pounds and climb stairs

BACKGROUND CHECK: The Southern Oregon Historical Society (SOHS) strives to provide a safe study, work, and living environment for its staff, volunteers and visitors. To support this environment and comply with applicable laws and regulations, SOHS conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of SOHS, it is reasonable and prudent to do so.

EEOC: SOHS is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. SOHS is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Oregon State laws, regulations, and executive orders regarding non-discrimination and affirmative action.



Southern Oregon Historical Society

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

You may submit your completed application by email to employ@sohs.org

OR

By US Mail addressed to:

Employment
Southern Oregon Historical Society
106 N. Central Ave., Medford OR 97501