

Digital Archivist Position Opening

(\$53,627 - \$85,951)

Maryland Archaeological Conservation Laboratory

Jefferson Patterson Park and Museum (JPPM), a unit of the Maryland Historical Trust, is recruiting for a full time, permanent Digital Archivist. JPPM is located in St. Leonard, Calvert County, Maryland, and is a center for both regional and statewide archaeological research. It is home to the Maryland Archaeological Conservation Laboratory (MAC Lab), which houses over 10 million artifacts. The MAC Lab is responsible for the in-perpetuity curation of the State of Maryland's archaeological collections, including artifacts and associated records. The main purpose of this job is to create and implement policies to ensure that digital archaeological records are properly managed, preserved, accessible, and associated with descriptive and meaningful metadata.

Duties for this position will include creating an archival management plan for paper, photographic and digital records associated with the MAC Lab's archaeological collections. This plan will include creating and managing a database for digital data and conducting data entry of all metadata for the associated digital records; coordinating with MAC Lab and Maryland Historical Trust staff regarding the disposition of digital, photographic and paper records in accordance with the records retention and disposition schedule for the Maryland State Archives; preparing digital, photographic and paper records for long-term curation; providing access to digital records while maintaining protections of confidential archaeological site location information; assisting with environmental monitoring of the records storage area; and assisting with grant writing.

Minimum qualifications include a bachelor's degree in archival management, history, archaeology, museum studies or a related field from an accredited college or university and a minimum of one year's experience in digital archive management. Additional experience as defined above may be substituted on a year-for-year basis for the required education.

Preferred qualifications include a master's in library science from an American Library Association accredited program or a graduate degree in archival studies, history, archaeology, museum studies or a related field. Society of American Archivists Digital Archives Specialist certificate preferred. Minimum of two years' experience in digital archive management.

The applicant must be a US citizen or have a currently valid work visa.

To apply for this position, closing on October 9, 2023, visit

<https://www.jobapscloud.com/MD/sup/bulpreview.asp?R1=23&R2=005401&R3=0001>