Position: Assistant Archivist

Reports to: Chief Archivist/Librarian

Background: Located on 200 acres in Potomac, Maryland, Glenstone strives to provide visitors with a unique experience through the seamless integration of art, architecture, and landscape. Its first exhibition building was designed by late architect Charles Gwathmey and opened to the public in 2006. It hosts a series of rotating exhibitions with artworks drawn from Glenstone’s permanent collection of post-World War II art. The outdoor landscape is home to monumental sculptures carefully placed amidst rolling pasture and unspoiled woodland. Admission is always free, and visits are scheduled by appointment to encourage an unhurried, intimate engagement between the viewers and their surroundings.

Glenstone is now embarking upon an expansion in order to strengthen its commitment to the viewing public. The centerpiece of this project will be the construction of a new exhibition building designed by Thomas Phifer and Partners. The building will highlight a series of discreet pavilions, or “rooms” surrounding a central water courtyard, many of which will be devoted to single-artist installations. It will provide significantly expanded gallery space and state of the art collection storage. Landscape architects Peter Walker and Partners will also oversee a revised master plan of Glenstone’s outdoor landscape. Finally, the expansion will incorporate a new public entrance and visitor amenities, to support a more comfortable and rewarding visit.

Job Purpose: To assist in the management of daily business operations of the archives in a not-for-profit cultural institution.

Job Duties:

- Apply professional standards to the processing, arrangement, and preservation of electronic records.

- Adhere to metadata standards, provide appropriate metadata to records in Collective Access.

- Catalog digital photography on accession, series, and item levels.

- Manage the workflow of digital images.
- Maintain statistics on reference requests, catalog records created, and volume of data accessioned into the archives.
- Address reference and research requests provided by internal staff.
- Develop and sustain archives outreach programs.
- Interview, hire, train, and supervise archives interns.
- Assist in the administering of a Records Management program.
- Related archives tasks as assigned.

**Required Qualifications:**
- ALA accredited MLS, or MLIS in library, archives, and/or information science, with an emphasis on electronic records.
- One to two years of experience in archives administration.
- Knowledge of archival principles and practices, archives access techniques, information organization, and archival appraisal of records.
- Familiarity with audio-visual assets, and metadata standards, including EAD, DACS, Dublin Core, PB Core, VRA Core.
- Familiarity with thesauri including Library of Congress (LC), and Getty Vocabularies (ULAN and AAT in particular).
- Knowledge and use of archives databases.
- Experience conducting reference requests.
- Proficiency with PC, Microsoft Office tools.
- Strong written and oral communication skills.
- Strong service skills.
- Ability to work independently and especially in a team-oriented environment.

**Preferred Qualifications:**
- Experience implementing and testing Collective Access database.
- Familiarity with museum records and museum experience.
Salary and Benefits: Glenstone offers a competitive salary and total compensation package that includes health care and a 401(k) matching program.

Application Process: Electronically submit a cover letter, resume, list of three professional references, to HR@glenstone.org, or mail to:
Human Resources Generalist
Glenstone
12002 Glen Road
Potomac, MD 20854

Date Posted: July 29, 2014
Deadline: August 8, 2014