POSITION OVERVIEW

The National September 11 Memorial and Museum is seeking an Institutional Archivist to lay the foundations for organizing and creating access to its Institutional Archives. The Institutional Archivist will work with senior staff to formalize and adopt a mission statement for the Institutional Archives and operational documents necessary for establishing its purpose, scope, intake procedures, and research access.

The Institutional Archivist will implement the steps needed to build the archives, including surveying active records, inactive records, three-dimensional artifacts reflecting the significance of the Memorial and Museum to stakeholder communities and thought leaders, and other material deemed historically significant; interviewing knowledgeable staff about the Memorial and Museum’s institutional history; educating staff about the initiative; and developing a workflow for processing the archives.

The Institutional Archivist will report to the Senior Curator and Vice President of Collections, work closely with various members of the Museum Collections Department, and engage with staff throughout the institution.

ESSENTIAL FUNCTIONS

The Institutional Archivist will build upon efforts undertaken in past years to establish the institutional archives starting with an existing collection of records and artifacts retained by current and former longtime employees of the 9/11 Memorial and Museum, stored on-site and in several off-site facilities in New York and New Jersey. Through the assessment of these materials, the intake of new materials reflecting the work of key current and former staff members, interviews with knowledgeable staff, and a high-level appraisal of the range of physical and digital records generated by the institution, the Institutional Archivist will determine the scope and content of the archives.

The Institutional Archivist will recommend suitable archival management software and will work with appropriate staff to implement such software and other cataloguing tools. They will continue prior work to establish and implement numbering and other systems and enter data. They will conduct preliminary processing of the institution’s archival records, including arrangement, description, and rehousing of archival material. They will draft finding aids as needed.

In collaboration with senior staff, the Institutional Archivist will generate a strategic plan for the institutional archives, including the creation of a mission statement, recommending procedures for adding material to the archives, particularly in connection with the departure or change in responsibility of key long-term staff members, and recommending protocols for making the institutional archives accessible to staff, scholars and others.
The Institutional Archivist will continue the process of recommending procedures for the transfer of material to the institutional archives, including educating staff on which records have historical value and how and when to transfer this material. This effort will take into consideration legal records-retention procedures that may have been established by the 9/11 Memorial and Museum and as they may be revised.

**VOLUNTEER REQUIREMENT**
- Participates in the Annual 5K Fundraiser and September 11th Commemoration, as assigned.
- Assists with other special projects and events in support of all 9/11 Memorial and Museum, as assigned.

**QUALIFICATIONS/SKILLS REQUIREMENT**
- Minimum three years of full-time experience arranging and describing archival collections.
- Experience establishing an archives and/or working in a corporate archives preferred.
- Experience working with digital records preferred.
- Master’s degree from an ALA-accredited program or related degree required. Certification as a Registered Archivist (RA) or Records Manager (CRM) is acceptable.
- Demonstrated experience using collections management tools and knowledge of descriptive standards.
- Proficient in Word, Excel, and PowerPoint.
- Self-starter, takes initiative, and works well independently and collaboratively.
- Excellent oral and written communication skills.
- Interest in or general knowledge of the events of September 11, 2001, and February 26, 1993.
- Occasional travel to the Museum’s off-site storage facilities in upstate New York and New Jersey is required.

**HOW TO APPLY**
- Include position you are seeking in the email subject field.
- State the location where job posting was seen.
- Send resume and cover letter to 911mmcollectionsjobs@911memorial.org.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**
The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices, and group conference rooms. The noise level in the office environment is usually low. There are no protective devices necessary to be worn or utilized in the office work environment. Minimal travel is required.
• This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.
• The organization reserves the right to change, modify, or reassign job responsibilities, duties, and scheduled work hours as per business needs.