



POSITION ANNOUNCEMENT

POSITION: Part-time Archivist/Cataloger

PRIMARY RESPONSIBILITIES:

- Box, folder, and item level cataloging, description, and arrangement.
- Use of PastPerfect for collection management/cataloging.
- Scanning and reproduction
- Maintain website
- Maintain museum digital displays
- Assisting with special projects, group visit and museum events.

DESIRED QUALIFICATIONS:

- Masters in history, archival administration, or library science preferred, (Bachelors minimum).
- Experience of one to three years in institutional archives with increasing levels of responsibility and independence preferred.
- Experience working alone with archival collections.
- Able to lift 40 pounds (loaded weight of archival storage containers)
- Familiarity with either FoxPro databases or PastPerfect archives and museum management software.
- Experience developing web pages or working with IT staff to create a web presence desirable.

FILE APPLICATION WITH:

Antony A.L. McLetchie, Superintendent/CEO
Rochester School for the Deaf
1545 St. Paul Street
Rochester, NY 14621

Applications received will be screened and the most highly qualified will be asked to interview.

CLOSING DATE: Open until filled

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