JOB POSTING

Project Archivist, Full-time (Temporary)
Heinz History Center’s Thomas & Katherine Detre Library & Archives
Rauh Jewish History Program & Archives

About the Senator John Heinz History Center
From the pre-revolutionary drama of the French & Indian War to the legendary match-ups of the Super Steelers, discover 250 years of Pittsburgh history at the Senator John Heinz History Center. An affiliate of the Smithsonian Institution, the History Center is the largest history museum in Pennsylvania with six floors of long-term and changing exhibition space. The History Center’s museum system includes the Western Pennsylvania Sports Museum, a dynamic museum-within-a-museum; the Fort Pitt Museum in Point State Park; Meadowcroft Rockshelter & Historic Village, a National Historic Landmark located in Avella, Pa. in Washington County; and the History Center’s Museum Conservation Center. The History Center presents the most compelling stories from American history with a Western Pennsylvania connection, all in an interactive environment perfect for visitors of every age.

About the Thomas & Katherine Detre Library & Archives
The Thomas & Katherine Detre Library & Archives at the Senator John Heinz History Center is a nationally important repository for archives of industrial America and a source for research about Western Pennsylvania. Founded in 1879, the Library & Archives preserves the rich history of Western Pennsylvania, and makes its collections accessible to researchers, students, and the general public.

About the Rauh Jewish History Program & Archives
The Rauh Jewish History Program & Archives was established in 1988 to collect and preserve materials documenting the history of the Jewish people in Western Pennsylvania and to make those materials accessible to the public. The collections in the archives document the lives of individuals and families, congregations, organizations, institutions, and businesses. The Rauh Jewish History Program & Archives also maintains an active programming calendar on subjects pertaining to regional Jewish history.

Job Posting
The Senator John Heinz History Center, the largest history museum in Pennsylvania and an affiliate of the Smithsonian Institution, is seeking a full-time temporary Project Archivist for the Rauh Jewish History
Program & Archives at the Thomas & Katherine Detre Library & Archives. The Project Archivist performs professional archival tasks under the supervision of the Director of the Rauh Jewish History Program & Archives, consistent with best practices endorsed by the Society of American Archivists (SAA). The Project Archivist will process collections, including rehousing and arranging materials, creating finding aids and MARC records, and encoding finding aids in EAD. The Project Archivist will assist with digital initiatives. The Project Archivist will be expected to interact with the public on occasion by answering reference requests, meeting with donors of historic materials, and assisting with public programming.

The is a full-time, temporary position (one-year) reporting to the Director of the Rauh Jewish History Program and Archives.

**Requirements**

The ideal candidate will have a Master's degree from an ALA-accredited program with a concentration in archives management, or equivalent combination of education and experience. The successful candidate will have knowledge of the current methods, policies, practices, principles and procedures of professional archival work including digitization and archival processing best standards. General knowledge of the Western Pennsylvania and Pittsburgh area is preferred, as is some prior knowledge of American Jewish history.

Additional skills of the successful candidate will include proficiency with Microsoft Office applications. Familiarity with database creation and management. Outstanding written, oral communication and interpersonal skills. Ability to work independently, creatively, collaboratively, and effectively as a team member. Ability to solve problems and manage projects.

**Application Process**

*We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Minorities are encouraged to apply.*

Qualified applicants should submit a cover letter including salary requirements and how you learned of this vacancy and a resume to:

Renee Falbo
Director of Human Resources
Senator John Heinz History Center
1212 Smallman Street
Pittsburgh, PA 15222
hr@heinzhistorycenter.org