

Museum Archivist - #12-156
University of California, Museum of Vertebrate Zoology

The Museum of Vertebrate Zoology (MVZ) is a national leader among natural history museums, housing one of the top six vertebrate collections in the US. In addition to our collections of birds, mammals, amphibians and reptiles, MVZ houses an extensive archival collection of fieldnotes, photos, maps, etc. Recently we received external funding from the Council on Library Information and Resources to continue and enhance the digitization, cataloging and integration of the archives with online museum and archival databases. This is a temporary, 75-100% Assistant Librarian appointment starting August 1, 2012 with a salary range of \$47,544 (Step I) or \$48,504 (Step II), commensurate with experience.

The Museum Archivist is a key component of the MVZ Archives and will supply expertise which currently does not exist in the MVZ. The integration and curation of the Archives is essential for it provides the historic and field context for its specimen collection and database, and thus is a fundamental component of MVZ's uniquely valuable collection. It is the primary resource for data quality validation critical to our research mission and ongoing maintenance of our collection database. The Archives and its integration with the specimen collection will affect research worldwide as both the academic and public access to our collections has steadily grown with increased access. A properly curated archive is essential for the leadership role MVZ has in the academic community and key to the ongoing success of its research mission.

The Museum Archivist will work with the PIs and the Project Coordinator in a variety of grant activities primarily using their expertise in the archival domain to help assess cataloging protocols, metadata values and best practices in physically securing documents, long-term storage and retrieval, etc. The position will help recruit, train and supervise archival interns from San Jose State University School of Library and Information Science program. We also expect this position to act as a liaison to the UC Berkeley Bancroft Library, Online Archive of California, other Berkeley Natural History Museums (especially the UCMP and the UC and Jepson Herbaria), the San Jose State University School of Library and Information Science, and other digital archival projects (e.g., Biodiversity Heritage Library, California Academy of Sciences, U.S. National Museum).

The successful candidate will directly report to the Principal Investigator on the Council on Library and Information Resources grant and fall under the academic

Librarian series. In addition, there will be an indirect reporting relationship to the Committee on Appointment, Promotion, and Advancement (CAPA) and to the Librarian Association of the University of California (LAUC-B) reflecting the position's inclusion under the Academic Librarian Series. UC Berkeley librarians are expected to participate in library-wide planning and governance, to work effectively in a shared decision-making environment and to be active professionally. Professional librarians at UC are academic appointees and are represented by an exclusive bargaining agent, University Council-American Federation of Teachers (UC-AFT).

Minimum qualifications: ALA-accredited MLIS, or relevant Master's degree with coursework in archives management or at least 2 years of equivalent work experience. Ability to perform detailed-oriented tasks with irreplaceable material and data. Demonstrated experience in an archives or Special Collections arranging and describing archival collections; demonstrated experience applying EAD. ***Preferred qualifications:*** General knowledge of scanning, current scanning standards, and electronics records management and databases. Knowledge of, or experience in digital archive preservation. Familiarity with DarwinCore metadata standards. Knowledge of vertebrate natural history and ecology are useful.

Applications must include a cover letter, CV, and three professional references. The cover letter should address interest in and vision for the intersection of library information sciences and natural history museums. Applicants should refer references to the UC Berkeley Statement of Confidentiality found at <http://apo.chance.berkeley.edu/evalltr.html>. Applications must be sent to the attention of Sandra Richmond, Research Enterprise Services, 3101A VLSB, Berkeley, CA 94720-3160. Electronic submissions are acceptable, but all materials must be uploaded into Adobe PDF and sent to sandyjbr@berkeley.edu, with the subject: MVZ ARCHIVES – [Applicant Name].

Deadline for applications is June 18, 2012. Review of applications will begin immediately.

See the Museum of Vertebrate Zoology website (<http://mvz.berkeley.edu/>) for more details.

The University of California is an Equal Opportunity/Affirmative Action Employer and encourages qualified women and minority candidates to apply.