

Sports Car Club of America Archives
Archives Technician
Job Description ¹

JOB TYPE/CATEGORY: Full-Time, Temporary, Non-Exempt
COMPENSATION: \$22,500 - \$30,000
REPORTS TO: Head Archivist

Purpose of Position: To perform paraprofessional archival work related to the first phase of processing the Sports Car Club of America (SCCA) archives on deposit at the International Motor Racing Research Center.

Qualifications:

- ☐ BA degree in related field or minimum of two years of equivalent work experience preferred.
- ☐ Individual must have superior organizational skills, someone who can remain focused and work independently
- ☐ Must be computer literate including facility in the use of Excel, Microsoft Word, and online databases
- ☐ Must have good judgment and the ability to handle confidential information.

Key Job Responsibilities:

The archives technician performs paraprofessional archival work related to the first phase of processing the Sports Car Club of America (SCCA) archives on deposit at the International Motor Racing Research Center. Formed in 1944, the SCCA is an American automobile club and sanctioning body supporting road racing, rallying, and autocross in the United States, organizing programs for both amateur and professional racers. The extensive archive, comprising more than 1100 cubic feet of material, documents the SCCA's activities as a sanctioning body with material related to sponsored races and participating cars and drivers throughout the United States. The archives contains SCCA's general administrative files, minutes of the Club's governing body, material related to various divisions and regional groups, and membership activities and applications. The archives also contains material related to SCCA's publications including the archive of *SportsCar* magazine, the official member magazine since the Club's founding, as well as other regional publications and newsletters. The collection encompasses a wide variety of formats and contains photographs, videos, magazines, books, programs, posters, and memorabilia in addition to paper records.

Under the supervision of the Center's archivist, the technician will organize extant boxes into logical series, place the boxes on the newly-built shelves in the Center's warehouse, rehouse the collection, and commence a box-level inventory. The position requires strong organizational skills, meticulous attention to detail, careful handling of fragile material, the ability to work independently, and basic computer skills. A BA in history or related subject and/or an interest in and knowledge of motorsports history preferred. It is an excellent opportunity for a young professional interested in a career in archives, libraries or public history. The position is physically demanding. The technician routinely moves, shifts and reshelves boxes weighing up to 60 pounds; frequently ascends and descends step ladders to remove and place boxes on shelving up to 12-feet in height. The warehouse where the archive is housed is subject to extremes of temperature.

¹ Revised: 10/16