



**Position Title:** Head Archivist  
**Reports To:** Executive Director  
**FLSA Status:** Full-Time (Exempt) (\$55,500-\$65,500)  
**Date:** May 1, 2023

**JOB SUMMARY:**

The head archivist will have responsibility for continuing a collecting program that includes materials from and about the world’s premier motor racing organizations and drivers as well as significant holdings relating to regional amateur motorsport and unique forms of racing from dirt tracks, airports, off road and even snow and ice. Items represented in the rich holdings include corporate archives, publications and unpublished materials, race programs, posters, photographs, films, museum artifacts and memorabilia, as well as born-digital materials.

Reporting to the Executive Director of the IMRRC, the Archivist will build holdings through seeking and appraisal of potential acquisitions and work to enhance access and discoverability of existing collections. Through professional reference, educational outreach and exhibition work the Archivist will assist scholars, media, and the general public in utilizing the materials and showcase the incredible collections available at the IMRRC.

The Archivist will develop innovative strategic plans relating to the description and preservation of the collections, digitization initiatives, and physical storage and display facility needs. Joining the IMRRC at a dynamic period in the organization’s history, the Archivist will engage with an enthusiastic governing council and donors, as well as attend important motorsport events to promote the collections.

**ESSENTIAL FUNCTIONS:**

***Duties/Responsibilities:***

- Administers the accessioning, preservation processing, and description of the archives, including manuscripts, publications, photographs, drawings, film, memorabilia, digitized and born-digital objects. Ensures proper cataloging, dissemination and storage conditions utilizing archival best practice and standards. Recommends and oversees conservation and preservation procedures as needed. Managing a collection of this scope will require physically engaging with the collection, including lifting a 40lbs box and occasionally examining delicate or dirty incoming materials.
- Develops workflows and strategies to standardize archival procedures and plan for future development of the collections. Makes collections discoverable and available to scholars engaged in research through the creation and management of digital resources such as finding aids, digitized collection content, webpages, and databases.
- Takes lead role in the creation, maintenance, and stewardship of digital collections, including the digitization of selected collection materials and the implementation and maintenance of discovery tools related to these initiatives. Ensures that content of relevant webpages and digital resources is correct and up to date. Assists with the promotion of collection materials via social media.

- Assists users in navigating collections on-site and online. Advises on reference services program with an eye towards efficiency. Responds to telephone, email, and walk-in research inquiries either directly or via the supervision of paid and/or volunteer staff researchers. Directs the staff and scholars in the proper procedures for handling collection items.
- Identifies and actively solicits donors for the acquisition of collections that fall within the scope and strengths of the collections. Maintains on-going contact with dealers and donors. Surveys and appraises potential acquisitions.
- Seeks and/or manages grant and donor funding for processing and/or digital initiatives. Seeks collaborative opportunities with other libraries and institutions. Assists in pursuing funding through donors and creative monetization ideas.
- Networks and attends events within the racing and archival communities. Represents the International Motor Racing Research Center in external professional organizations and initiatives, including writing and lecturing on the archives. Assists with walk-in tourists during busy race weekend events.
- Works with IMRRC staff to develop exhibitions, including the selection, research, and captioning of collection items. Assists with research and photography issues, including ensuring copyright compliance for use in publications. Coordinates loans of objects from the archives to other institutions for exhibitions.
- Develops budget for archival needs.
- Provides for the physical care of archival collections including environmental control, proper housing, and tracking.
- Responds to image requests, digitizes source material, encodes metadata, and uploads digital assets.
- Creates and maintains a positive and mutually beneficial working relationship with the regional community in the acquisition, interpretation, and sharing of collections.
- Develops and maintains policies and procedures for the archival collections and library based on current standards.
- Supports the exhibits and programs of the Executive Director by providing technical and interpretive assistance including research, curation, and access to the archive and library.
- Manages the institutional records retention schedule and works with staff to provide expertise and ongoing professional education about the transfer and proper disposition of permanent retention records.
- Performs other related duties as assigned.

***Required Skills/Abilities:***

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Strong supervisory and leadership skills, with ability to train others.
- Proficient with Microsoft Office Suite or related software.

**Financial Accountability**

- Ensure work is completed in a timely and economical fashion.
- Accurate inventory and reporting requirements

### **Physical Location and Safety**

- Ensure equipment is maintained in safe and clean conditions.
- Be aware of and comply with contract requirements and customers' needs such as security and safety.

### **Contact with Others and Community**

- To represent the IMRRC in community groups and organizations.
- Communicate with school personnel to ensure a positive working relationship.
- To actively participate in scheduled staff meetings and staff training.
- To make necessary home visits, as required.
- Ability to work as a team member.
- To attend training and professional development activities as appropriate.
- To communicate with the staff and welcome input.
- *All communications are potentially sensitive and are subject to IMMRC policy on confidentiality.*

### **Additional Functions**

- To serve on committees, as appropriate.
- Represent the IMRRC in a professional manner.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- The person in this position exhibits conscientiousness, dedication, self-discipline, and a sense of responsibility.
- The person in this position must have the ability to work independently, take initiative and prioritize multiple assignments with attention to detail and deadlines in a fast-paced environment.
- The person in this position must have the ability to establish effective relationships and work in a team environment to meet team and IMRRC goals.
- The person in this position must have intermediate computer skills and the ability to learn IMRRC software programs.
- The person in this position must have a thorough understanding of IMRRC processes, procedures, and policies.
- The person in this position is able to manage, coordinate and make decisions proactively and efficiently.
- This position requires the ability to exhibit poise, clarity, and self-control in stressful, ambiguous, or emotionally demanding situations.
- Excellent written and verbal communication skills.

### **EDUCATION AND EXPERIENCE:**

- Master's degree from an ALA-accredited program with a concentration in archives management or equivalent combination of education and experience.
- Minimal five years of professional archival experience.
- Expertise arranging, describing, and preserving archival, manuscript, photographic, and other non-print materials, including experience processing large collections.
- Demonstrated knowledge of archival standards and authority control practice including DACS, MARC, and EAD.
- Experience in the implementation and/or use of archival, content, and digital asset management systems such as Archives Space.
- Strong organizational skills, attention to detail and consistency.
- Outstanding oral and written communication skills. Comfortable interpersonal abilities to allow friendly and professional networking and engagement with donors and the public.
- Demonstrated successful supervisory experience with excellent management skills to facilitate collaboration with coworkers.
- Experience with technology initiatives or other grant-funded work such as digitization and access projects.

## **COMPETENCIES**

- Technical Capacity.
- Personal Effectiveness/Credibility.
- Thoroughness.
- Collaboration Skills.
- Communication Proficiency.
- Flexibility.

## **WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position requires the ability to lift up to 50 lbs.

## **POSITION TYPE AND ANTICIPATED HOURS**

This is a full-time position. Days and hours of work are Monday through Friday, 9:00 a.m. to 5 p.m. Hours can vary based on the needs and schedule of the IMRRC.

## **TRAVEL REQUIREMENTS**

0-10% Travel requirements

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties,

responsibilities, and activities may change at any time with or without notice. Other duties as assigned.