

# JOIN JONES MEMORIAL LIBRARY ARCHIVIST

## **Jones Memorial Library, a specialized genealogy and research library in Virginia, is actively recruiting for a new, part-time Archivist role.**

Jones Memorial Library is located in Lynchburg, Virginia. Founded in memory of George Morgan Jones by his widow, Mary, the library is supported by a generous endowment and private donations.

The Jones collections in genealogy and history include more than 6,000 linear feet of books, manuscripts, rare books, maps, blueprints, art, and ephemera. The library holds the second largest collection of Virginiana in the Commonwealth. We serve the public from a 12,000 square foot space in a shared building with the Lynchburg Public Library.

Working with an engaged board of trustees and volunteers, the library employs three part-time research assistants and a full-time Executive Director. We are seeking to expand our staff with the addition of a part-time Archivist.

## **Lynchburg - Hill City**

Located at the foothills of the scenic Blue Ridge Mountains, Lynchburg is near the geographic center of Virginia. The city spans seven hills and is named in honor of John Lynch, who established ferry service across the James River in 1757. Lynchburg is often called the 'city of churches' for its large number of religious buildings; the first religious group to settle in the city were the Religious Society of Friends.

Lynchburg is home to five colleges and universities. The city offers a multitude of cultural, educational, and recreational opportunities in an affordable and convenient location. A revitalized downtown with a variety of living options provides access to restaurants, museums, theaters, galleries, shops, farmers markets, and walking trails. Lynchburg is a two hour drive from the state capital, Richmond, and approximately 180 miles southwest of Washington, D.C.

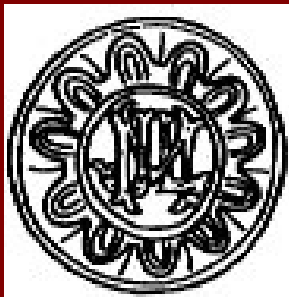
## **About the Role**

We are seeking someone who is excited to make our vast collections more accessible, especially for materials of enduring cultural heritage value.

As Archivist you will process and describe materials in all formats, create and update finding aids, and write descriptive metadata that adheres to best practices and archival standards. You will assist with the cultivation of new donations of materials and oversee the curation, preservation, and care of existing collections.

Engaging, motivating, and supervising the work of volunteers and interns, you will scan, describe, and create a growing number of digital collections. You will also develop and present exhibits and instructional programs.

The Archivist is anticipated to work 20-25 hours per week, scheduled between Tuesday-Saturday, with occasional overtime. This position has limited remote work opportunity; most work will be performed on-site. The position includes annual paid time off plus 10 paid holidays per year. This role is eligible for retirement benefits through the library's Simple IRA matching contribution program. Ongoing professional development and service is an expectation and is budgeted. Limited relocation assistance may be available. The salary range for this role is \$21.00 - \$24.00 per hour.



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## What We Seek in a Candidate

### ***Preferred Qualifications***

- M.L.S. or M.L.I.S. from an ALA-accredited academic program (current graduate students in their final semester of study may apply).
- 1-2 years of experience with a library, archive, or cultural heritage organization.
- Demonstrated experience with processing manuscript collections in an archive or research library setting.
- Knowledge of preservation standards, copyright and privacy laws, and rights management.

### ***Required Qualifications***

- Completion of a bachelor's degree from an accredited academic program with a major in history, public history, or a similar field.
- Knowledge and experience with descriptive standards, automation systems, and content management systems. The library uses the following standards and systems: DACS, EAD, MARC, TLC, OCLC WorldCat, and Omeka.
- Significant work or volunteer experience in at least two of the following areas: archival arrangement and description; digitization and preservation; reference services; and community outreach or programming.
- Strong organizational, communication, and interpersonal skills.
- Practiced with using social media to engage audiences and promote collections or programs.
- Efficient with using standard office equipment, software, and systems
- Able to work collegially with a variety of patrons, staff, and volunteers from different backgrounds and lived experiences.
- Able to lift and move 30-pound boxes of archival material.

## How to Apply

The library's search committee will invite selected candidates for first round (virtual or in-person, one hour) and second round (in-person, two hour) interviews. The anticipated start date is October 2023. Qualified applicants should send a cover letter, resume, and the names and contact details for three professional references to:

Executive Director  
[director@jmlibrary.org](mailto:director@jmlibrary.org)  
Subject line: Archivist Search  
Jones Memorial Library  
2311 Memorial Avenue  
Lynchburg, VA 24501