



Marianist Provincial Archivist San Antonio, Texas

In August 2015, the consolidation of the archives sites of the Marianist Province of the United States in Dayton, Ohio, and San Antonio, Texas, will be completed at a site in San Antonio. The new site will be on the campus of Saint Mary's University, which was founded by the Society of Mary in 1852. The Provincial Archivist will manage the process of consolidating the collections and continue the work of the archives once the materials have been moved to one location.

POSITION SUMMARY

The Provincial Archivist will develop and manage collections for the province and oversee all reference services. Working with the province Office of Communications, the Province Development Office, the North American Center for Marianist Studies and other offices of the province, the archivist will be responsible for implementing public program activities which promote the collections of the archives, the history of the Marianists in the United States (1849-present), and the Marianist charism. Other duties include preparing and managing an annual budget for the archives, submitting regular reports of archives activities to the provincial leadership in St. Louis, and supervising a professional and support staff. The Provincial Archivist will participate in local, regional, and national archival associations, as well as professional activities of the Marianist Province of the United States. Additionally the archivist will collaborate with the Provincial Archivists of other units of the Society of Mary.

RESPONSIBILITIES AND DUTIES

- A. Collaborate with the archives staff to formulate and evaluate goals and objectives that promote the vision and mission of the archives.
- B. Establish collection development policies and ensure the continuing growth of the collections by formulating strategies to ensure that records of permanent historical value are transferred to archives on a regular basis.
- C. Establish processing priorities and develop policies and procedures to ensure that records are processed in accordance with accepted standards and practices.

- D. Plan and direct exhibitions and other outreach programs to broaden the use of collections and to enlist support for archival programs; collaborate with development and public relations departments in the creation of publications.
- E. Oversee reference services in archives.
- F. Serve as archival/historical consultant for provincial leadership, sponsored ministries, and those currently responsible for institutional archives associated with the Society of Mary.
- G. Administer archives by planning and submitting an annual budget to the provincial leadership for approval. Develop appropriate staffing plan; hire staff in accord with approved positions; supervise staff and evaluate performance. Also responsible for space allocation and utilization, supplies, equipment, and general functioning of the archives.
- H. Submit regular reports of archives activities to the provincial leadership. Keep provincial council liaison informed of key matters as needed.
- I. Other duties as assigned.

EDUCATION AND EXPERIENCE

A. Required

- Subject master's degree, preferably in history, or graduate degree from an ALA-accredited library school.
- Minimum of five years of progressively responsible professional experience in archives administration, preferably in a nonprofit or religious organization.
- Work experience demonstrating excellent planning, budgeting, and organizational skills, and supervision of staff.
- Experience with varied formats of records including manuscripts, printed materials, photographs, audio-visual materials, artifacts, and artwork.
- Knowledge of digital preservation issues and best practices.
- Experience creating digital surrogates of archival materials according to current archival standards and best practices.
- Experience with database management software for the development of finding aids; knowledge of Microsoft Office software.

B. Preferred

- Certification by Academy of Certified Archivists.
- Formal coursework in archival administration.
- Working knowledge of software programs used in archival work (e.g. PastPerfect).
- Additional experience factors:
 - Knowledge of or willingness to learn the history, heritage, culture, and core values of the Society of Mary.
 - Knowledge of or willingness to learn about Roman Catholic faith, culture, and history of the Catholic Church in North America.
 - Reading knowledge of French and/or Spanish.

TECHNICAL KNOWLEDGE, SKILLS AND ABILITIES

- A. **Archival methodology:** Understands and applies archival standards and best practices in appraisal, arrangement and description, reference service and access, preservation, outreach and promotion, and professional, ethical, and legal responsibilities.
- B. **Management skills:** Organizational, strategic planning, and leadership abilities; ability to establish goals/objectives and to evaluate progress in goal achievement; ability to plan and manage a budget; experience hiring, supervising, and evaluating staff.
- C. **Exhibits and public programming skills:** Ability in using archival collections to design and stage exhibits and to interpret displays for the public.
- D. **Technology skills:** Knowledge, skills, and experience in Microsoft Office software, and other computer applications appropriate for strengthening and expanding computerized data retrieval and archival services; knowledge of best practices for digital preservation and digitization.
- E. **Communications, consultation and collaboration skills:** Ability to work collaboratively with internal and external constituencies; ability to relate appropriately to a broad and diverse clientele.

CRITICAL LEADERSHIP COMPETENCIES

- A. **Maintains confidentiality:** Ability to maintain professional confidentiality.
- B. **Demonstrates acumen:** Balances archival, financial, and operational perspectives in executing responsibilities.
- C. **Achieves values-based results:** Sets high goals, consistent with Society of Mary and professional values for personal and group accomplishment; tenaciously works to meet or exceed those goals; measures progress and derives satisfaction from goal achievement and continuous improvement.
- D. **Models integrity and values:** Genuinely cares about people especially youth and persons who are poor and vulnerable; communicates openly and honestly to foster trust relationships among colleagues and those we serve; recognizes and understands that leadership is a call to serve others; fosters personal growth, creativity, and demonstrates reverence and dedication. Projects a professional image as a representative of the Society of Mary.
- E. **Makes effective decisions:** Secures and compares information from multiple sources to identify mission, archival, financial, and other relevant issues; commits to an action after considering the inputs of those impacted by the decision and weighing alternative solutions against important decision criteria and the common good.
- F. **Builds talent:** Establishes systems and processes to attract, develop, engage, and retain talented associates from varied backgrounds; creates a model community work environment where associates are inspired to reach their full potential, thus allowing the Society of Mary to address current and future archival challenges.

PROVINCIAL RELATIONSHIPS

- A. Reports to: Assistant for Education
- B. Supervises: To be determined

PHYSICAL DEMANDS

- A. Work is generally in an indoor setting.
- B. Must be able to handle, lift objects and or materials of up to 45 pounds.
- C. Must be able to use telephone (hear and speak) and use a computer.

REASONABLE ACCOMMODATIONS

Lifting up to 45 pounds is essential for this position. Lifting more than 45 pounds may be accommodated by seeking help from a coworker. The remainder of the physical demands listed are essential to this position for which no reasonable accommodation can be made.

APPLICATION PROCEDURE

Please submit a cover letter, résumé, and list of references with contact information to megarcia@sm-usa.org

The application deadline is **April 25, 2014**.

Job descriptions should not be construed to be all-inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.