

Archivist

Moravian Church in America, Southern Province

The Archivist for the Moravian Church in America, Southern Province directs the archives and its records management in accordance with professional standards and practices for long-term preservation and accessibility to researchers. The collection, which dates back to 1753 when German Moravians first settled in Piedmont North Carolina, includes current and historic records of its churches, agencies and institutions. The Archivist works with the Archives Commission to ensure the financial viability of the Provincial Archives and reports directly to the President of the Provincial Elders' Conference (PEC). The Archivist is responsible for:

Archives Collection Management:

- Collect, preserve, arrange and make accessible the historical records of the Moravian Church using professional archival standards. Accept donations of materials for consideration as potential accessions to the collection, ensuring the proper paperwork is completed.
- Process new accessions following archival standards.
- Administer routine activities of the Archives, including but not limited to establishing operational policies consistent with professional standards, maintaining and implementing new archival practices and policies to ensure appropriate preservation and handling of the collection, monitoring physical conditions for optimum preservation of all materials, ensuring safe handling of records and providing timely and courteous service.
- Establish and maintain appropriate records management systems.
- Assist congregations and agencies with the transfer of records to the Archives.
- Implement programs for creation of digital access to the collections.
- Provide research assistance.
- Conduct the business and activities in consultation with the Archives Commission and approval of the Provincial Elders Conference.

Archives Outreach:

- Prepare and present lectures and programs of interest to the community and the Moravian Church, helping to bring the community and church in touch with their common heritage.
- Produce and maintain ongoing outreach to include newsletters, social media and in-person gatherings.
- Provide German Script instruction for the community-at-large as well as scholars interested in things Moravian.
- Plan for and change exhibits for public edification at the Archives and possible other locations.
- Collaborate with the Northern Province Moravian Archives and Moravian studies groups/programs (such as the Moravian Collaborative and Bethlehem Conference) to support scholarship using the Archive's holdings.
- Collaborate with the Unity Archives in Herrnhut, Germany, and other Archives of the world-wide Moravian Church.

Archives Management:

- Stay abreast of archival standards and ensure collection is managed in compliance.
- Develop short and long-term financial projections and budgets to sustain Archives management and programming.
- Develop strategies to secure active donors and financial support of the Archives.
- Identify, prioritize and plan staffing requirements.
- Develop and manage a skilled volunteer program and graduate assistants/work study students to supplement staff.
- Supervise, train and evaluate staff when resources allow.
- Participate and plan outreach to congregations in the Southern and Northern Provinces.
- Participate in staff and provincial leadership meetings.

Job Requirements:

- ALA Accredited MLIS or equivalent
- Demonstrated experience in Archives or special collection management in a research library (3-5 years minimum)
- Proficient in German; ability to translate German script (instruction available if all other skill sets met)
- Experience in nonprofit management highly preferred
- Grant writing experience with demonstrated success
- Knowledge and appreciation of Moravian history desirable
- Proficiency in archival software as well as Excel, Word and PowerPoint. Knowledge of EAD and HTML a plus.

Desired Skills and Characteristics:

- Ability to Develop Relationships: Able to relate to and collaborate with others and build credibility and rapport; relate to others in an honest and straightforward manner; listen; build one-on-one relationships that incorporate cooperation, trust and respect.
- Verbal Communication: Able to clearly express ideas, information or concerns with the spoken word; present verbal information in a straightforward manner; ask questions to open channels of communication; listen to and understand the perspectives of others and respect decisions made by those in higher authority.
- Prioritizing: Able to quickly focus on what is important; establish a sequence of tasks and completion dates; set priorities and allocate time and resources when faced with competing demands.
- Trust and Respect: Able to demonstrate and treat others in an honest and straightforward manner; keep dealings with others confidential; and follow through on commitments.
- Problem Solving/Analytical: Ability to deal with challenges in professional and timely manner.
- Commitment to Continual Learning: Embraces continued education and development not only for self but also staff and volunteers supporting the Archives program.

Working Conditions:

- Full-time position/Monday - Friday
- Overtime work required periodically throughout the year.
- Occasional same day or overnight travel.
- Routine evening meetings.

Salary & Benefits

\$60,000 – 70,000

Benefits: Health Insurance, HSA Contribution, Dental & Vision, Paid Time Off, Life Insurance

To Apply:

Review of applications will begin immediately. All received by October 15, 2021 will be fully considered. Position will remain open until filled.

Required to apply:

Resume/curriculum vitae
Cover Letter

Optional:

Certifications/Licensures
Transcripts

Email to: dmarcus@mcsp.org
kosborne@mcsp.org

Or mail to: Moravian Church Southern Province
Human Resources/Archivist Position
459 S. Church Street
Winston-Salem, NC 27101

Applicant selected will be subject to background check and drug/alcohol screen testing.