

## **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 managing:

#### **Archives Collection Management:**

- Collect, preserve, arrange, process and make accessible the historical records of the Moravian Church using professional archival standards.
- Review and/or develop policies for access and use, collection management and collection development.
- Establish and maintain an archival collections management system.
- Oversee creation of digital access to the collections.
- Provide research assistance.
- Liaison with congregations and agencies for the transfer of records to the Archives.
- Administer routine activities of the Archives.
- Conduct the business and activities in consultation with the Archives Commission and approval of the Provincial Elders Conference.

#### **Archives Outreach:**

- Create outreach opportunities, which might include lectures/programs of interest to the community and the Moravian Church, newsletters, social media, exhibits and in-person gatherings.
- Collaborate with other archives of the world-wide Moravian Church and Moravian study groups/programs to support scholarship using the Archives' holdings.

#### **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 donors and financial support of the Archives.
- Identify, prioritize and plan future staffing requirements.
- Supervise, train and evaluate staff.
- Manage a skilled volunteer program and graduate assistants/work study students to supplement staff.
- 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; training to read German script is available
- 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.
- Occasional evening events/meetings.

#### Salary & Benefits:

\$60,000 – 70,000

Benefits: Health Insurance, HSA Contribution, Dental & Vision, Paid Time Off, Life Insurance, 5% Retirement Annuity

#### To Apply:

Review of applications will begin immediately. Position will remain open until filled.

#### Required to apply:

Resume/curriculum vitae

Cover Letter

#### Optional:

Certifications/Licensures

Transcripts

Email to: [HumanResources@mcsp.org](mailto:HumanResources@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.