

Archivist

Are you seeking a fulfilling professional opportunity to **utilize your technical knowledge and expertise while honing your craft?** Would you love knowing that **your work inspires others to act with courage and compassion** by learning about the character and values of the Japanese American veterans of WWII? This is a unique opportunity to **play an active role in securing** our future growth and sustainability. Join our Go For Broke National Education Center staff team to ensure our continued growth and success as we preserve and evolve an important American story for all Americans.

ABOUT GO FOR BROKE NATIONAL EDUCATION CENTER:

Go For Broke National Education Center (GFBNEC) is a 501(c)(3) nonprofit organization that educates the public on the valor of Japanese American veterans of WWII and their contributions to democracy. Our goal is to educate the public on this little-known chapter in American history, and to inspire new generations to embody the Japanese American veterans' core values of courage, sacrifice, equality, humility and patriotism.

Founded in 1989, GFBNEC maintains the Go For Broke Monument and the interactive *Defining Courage* exhibition in downtown Los Angeles, as well as extensive oral histories and archives, nationwide education and training programs and other key initiatives such as the Go For Broke Journalism Institute, *Courage & Compassion* and *Portraits of Courage* traveling exhibitions, NextGen programming and short-form videos.

JOB SUMMARY:

The Archivist primary duties and responsibilities are assessing, organizing, cataloging, preserving and providing access to Go For Broke National Education Center's Hanashi Oral History and Special Collections. This position is a part-time (estimated 10-15 hours per week) position with high growth potential. The Archivist reports to the President & CEO, and requires relevant experience in developing archival collections and establishing best practices for long-term preservation and accessibility. This position plays a critical role in the fulfillment of the organization's evolving and overarching goals and objectives.

ESSENTIAL FUNCTIONS:

- Survey, reappraise, and physically consolidate archival holdings and make recommendations on space needs for storing, processing and providing access to GFBNEC's archival holdings
- Implement best practices, create workflows and provide guidance for public access to archival collections and provide research service to staff, students, research scholars and members of the general public.

ESSENTIAL FUNCTIONS (continued):

- Manage archival collections in a database and produce finding aids.
- Review, design and implement Collections Plan that ensure long-term preservation and access
- Other duties and responsibilities as assigned

QUALIFICATIONS:

- Masters of Library & Information Science with concentration in archives, accredited by the American Library Association; training and experience in archival studies; four years of progressively responsible related experience or any combination of education, training and experience that provides the knowledge, skills and abilities required for the job
- Extensive knowledge of archival standards and best practices and Previous experience in design and implementation of archival systems *preferred*
- Demonstrated experience in:
 - establishing and administering policies and procedures for archival collections
 - providing reference services for archival collections
 - appraising and processing family/personal papers and confidential records
 - identifying preservation concerns (i.e., environmental, storage, physical condition of papers, photographs, and artifacts)
 - working with Collections Management Systems and Digital Asset Management Systems
 - facilitating digitization projects
- Superior ability to proactively and independently set appropriate work plans, meet deadlines, manage budgets and maintain positive internal and external relationships simultaneously
- Excellent and efficient time management skills and able to exercise initiative, independent good judgment, discretion and solid problem-solving and decision making abilities
- Trustworthiness and firm commitment to maintaining privacy and confidentiality
- Excellent interpersonal and communication skills, both verbal and written, as well as the ability to communicate effectively and tactfully with all levels within and outside of the organization in a professional manner
- Must possess a flexible, self-starting, service-oriented attitude to changing priorities with excellent time management and follow through

QUALIFICATIONS (continued):

- Must be able to successfully manage multiple priorities seamlessly with strong organizational skills and excellent level of detail-orientation; remaining calm under pressure while meeting deadlines and maintaining accuracy
- Should have solid project management skills and be an innovative thinker who actively seeks opportunities and proposes viable solutions
- Proficiency with Microsoft Office and Google Suite products
- Knowledge of community-based organizations and Japanese American community and history are a plus

BENEFITS & COMPENSATION:

- Employer contribution to retirement savings plan
- Vacation (*40 hours*), Sick Leave (*48 hours*) and Personal Days (*1.5 days*)
- Holiday Pay (12 holiday days)
- Salary is commensurate with experience

HOW TO APPLY:

Email a resume and cover letter in PDF format to jobs@goforbroke.org with the subject header, "Archivist."

Only qualified applicants selected for the interview process will be contacted. GFBNEC is an equal opportunity employer committed to diversity and inclusion in the workplace and does not discriminate against employees or job applicants on the basis of protected classes in the United States.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Nothing in this position description restricts GFBNEC's right to assign or reassign duties and responsibilities of this position at any time.