



Director of Archives and Records Management

FTE: 0.75 to 1
Reports to: Associate Executive Director of Operations
Location: Elkhart, Indiana

Purpose

The Director oversees the accessioning, arrangement, description and preservation of permanent records for Mennonite Church USA in textual, photographic, audiovisual, micrographic and multimedia formats. In addition, the Archives Director appraises, acquires and maintains the archival collections of individuals or institutions closely associated with the MC USA. The Archives Director provides some reference service to the staff and public. The Director is also responsible for advancing the work of the archives through fundraising, donor relations, and other outreach.

Responsibilities

1. Archival material acquisitions

- Cultivate relationships with donors and potential donors of archival materials pertinent to the mission of the Mennonite Church USA Archives.
- Appraise, receive and enter new materials into processing.
- Acknowledge receipt of new materials.

2. Process archival materials

- Organize and catalog materials in their various formats (i.e., paper, digital) as appropriate for the Mennonite Church USA Archives and in accordance with archival standards.
- Create and maintain paper and computerized finding aids.
- Delegate responsibilities to and supervise appropriate staff, volunteers or interns assisting in the processing of archival materials.
- Employ appropriate strategies to eliminate unnecessary or irrelevant materials and to control the volume of archival materials as possible.
- Keep apprised of technological advances that may enhance archival preservation.

3. Researcher services

- Serve as primary staff person for responding to researcher requests, both from in-person researchers and requests by correspondence (letter, e-mail, etc.) or telephone.
- As possible, delegate responsibilities to and supervise appropriate staff, volunteers or interns in responding to researcher requests.
- Keep apprised of technological advances that may enhance services to researchers.

4. Digitization projects

- Work in cooperation with staff or volunteers to select materials to be scanned and organize those materials once scanned.
- Coordinate the transfer of archival materials from one format to another (video to DVD, cassette to MP3, etc.) as funding allows.

5. Records management

- Serve as consultant to Mennonite Church USA agencies, conferences, congregations and other denomination-related organizations on matters of record retention, preservation and access.

6. Archives Management

- Serve as primary staff person to organize and maintain the archival facilities.
- Maintain archival supplies (boxes, folders, labels, etc.).
- Maintain records of researcher request and visits, volunteer time and other relevant data.

7. Policy development

- Develop, propose and, if approved by supervisor, implement policies to guide and improve the work of the archives.
- Periodically review and update policies as necessary.
- Work with Historical Advisory Committee for planning and vision, collection development, and fundraising.

8. Along with other staff, serve as archival host as necessary.

- Answer phone.
- Assist walk-in visitors.
- Speak to visiting groups.

9. Advancement (20% of time)

- Work in cooperation with supervisor to develop and implement a long-term strategy for fundraising and development.
- Cultivate relationships with donors who provide financial support for the work of the archives.
- Actively pursue grant and other funding opportunities to support improved preservation of and access to collections.
- Engage in writing and public speaking to raise awareness about the mission and work of the archives.

Leadership and communication skills

1. Understanding and appreciation of Anabaptist/Mennonite history.
2. Good organizational skills.
3. Adaptable to change.
4. Able to handle multiple concurrent responsibilities.
5. Good verbal and written communication skills.
6. Creative and visionary.
7. Comfortable interacting with varied constituencies.
8. Degree in history, archival studies, library science or related field and/or equivalent work experience preferred.
9. Academy of Certified Archivists certification preferred.

Revised 2/21/2023