Position: Archives Technician

Description:
Gates Archive, a private archive located in the greater Seattle area, is the trusted custodian of the philanthropic and personal archival collections of the Gates family. The Archive is currently seeking candidates for an Archives Technician to support Acquisitions and Access activities. This is a full-time, contract position for 2017 subject to a robust background investigation.

The Archives Technician will report to the Manager of Archive Services. Under training and guidance of the Archivists for Acquisitions and Access, the candidate will be responsible for the execution of the following activities:

- Transfer and accession physical and born-digital archival materials
- Acknowledge and fulfill access requests
- Support access and acquisitions-related projects and initiatives
- Maintain statistics, reports, and other metrics
- Review and update policies and documentation
- Fulfill other organizational duties as assigned

Required skills:
To perform the above duties, the candidate will possess
- A demonstrated understanding of modern archival and/or information science theory, standards, and practices and their implementation
- Familiarity and/or experience with performing accessioning and access/reference services in an archive, library, special collections, or museum setting
- Strong customer service skills; the ability to respond promptly to requests electronically, by phone, and in-person
- Demonstrated ability to work collaboratively and productively in a rapidly changing environment
- Proven ability to prioritize work, set goals and milestones, and meet multiple deadlines
- Demonstrated ability to communicate effectively, both verbally and in writing

Preferred skills:
- Experience performing acquisitions and access/reference services including born-digital, digitized, and physical materials in a variety of formats
- Knowledge of information technologies appropriate to special collections and archives, including digital forensics software, digital preservation and collections management systems, and access and discovery tools. Familiarity with database management, word processing, spreadsheet software, and web-based applications and technologies used in an archives environment
- Experience creating archival descriptive resources and interpreting and applying restrictions for access to and/or use of archival materials

Education:
- A Master's Degree of Archival Studies, or Library & Information Science, or equivalent combination of education and professional experience

Interested candidates should submit their resume and a short cover letter to: kellyb@gatesarchive.com