

# PENOBSCOT MARINE MUSEUM

## Project Archivist Contract Position

The Penobscot Marine Museum seeks a contract archivist (1099) for 1000 hours in 2021/2022. The position, working with our nautical chart collection, will fulfill our goal to reconcile the chart catalog records for a complete and accurate inventory, identify annotated and unique nautical charts, and cull duplicates for educational use to be stored elsewhere, thereby freeing up space so we can properly rehouse the collection. This is an excellent opportunity for professionals looking for short-term work. The Project Archivist will have the skills and expertise to complete the project, consulting with the Curator on Penobscot Marine Museum's cataloguing conventions and institutional history of the archive. The Contract Archivist will work with a veteran team of Archives volunteers and a college intern to complete the task and will report to the Curator.

### Duties:

- Reconcile the current chart catalog and identify duplicates (based on title and publication date)
  - physically examine and evaluate duplicates for potential deaccession, with provenance, annotations, and condition taken into account
  - Prepare deaccession recommendations report with Curator to present to Collections Committee
- Research the accession files and reconcile the original numbers with the artificial numbering system
- Full physical inventory of the chart collection
  - Identify candidates for digitization based on annotations and unique adaptations by users
  - Oversee and assist intern in duties:
    - Create descriptive catalog record
    - Flatten, handling and rehousing
    - Organize collection by assigning location classification number
    - Physically number with object identification number and location classification number (using archival methods)

### Contract Length and Dates:

- 1000 hours
- Potential start date of September 2021 to potential end date of April 2022
- Work 15-40 hours a week between 9am and 5pm on weekdays

### Qualifications:

- Graduate of master's level program in archival studies, library science with a concentration in archives and special collections, museum studies, history, public history, or equivalent experience in the archival field.
- At least 2 years internship or work experience in the archives field
- Interest in maritime history and/or Maine 19th century history
- Experience working with volunteers and/or interns
- Excellent computer skills
- Familiarity with PastPerfect a plus, training available
- Must be able to climb stairs and assist in moving folder of oversize nautical charts
- Proficiency in proper archival handling and rehousing standards

- Self-sufficient, yet willing to ask for assistance from and troubleshoot roadblocks with collections staff.

Compensation

- 1000 project hours at \$17/hour

Review of applicants will begin June 28, 2021 and will continue until the position is filled. Please submit a cover letter, resume, writing sample, and three letters of recommendation to Cipperly Good, [cgood@pmm-maine.org](mailto:cgood@pmm-maine.org).