

Position Announcement:

Temporary Archives Technician for Schoodic Institute at Acadia National Park

Schoodic Institute at Acadia National Park is a 501(c)3 non-profit organization dedicated to advancing ecosystem science and learning for all ages. Schoodic Institute helps the National Park Service achieve the original vision for Acadia as a destination for science and inspiration. Through innovative programs and partnerships, the nonprofit Institute is a national and community catalyst and center for research and learning.

The Institute works closely with NPS to support research and learning as a Research Learning Center (RLC). As such SI support the partnership with NPS to conduct research, contribute to park management priorities and engage the public in science is rapidly advancing research and offers hope as we address complex challenges in a changing environment.

Primary Responsibility: The incumbent will work in partnership with Acadia National Park's museum curator and Schoodic Institute staff to identify, assess and/or evaluate, sort into series, and organize approximately 200 linear feet of Acadia's federal Resource Management and Interpretation records. Using a draft finding aid for these unprocessed records, the REIM guide, and knowledge of advanced and professional museum and archives standards, the incumbent will physically inspect approximately 200 linear feet of records, including different media (film, electronic media and paper) according to NPS museum standards, assess and/or evaluate records for retention, sort and separate into series under the direction of the Park's museum curator. The project will promote the public benefit by providing information and digital access for scientists, educators, park staff and the public about the cultural and natural history of Acadia.

The incumbent will support other tasks associated with pre-processing of the records, working closely with the Park's museum curator.

Duties:

- Identifies, sorts into series, and organizes approximately 200 linear feet of Acadia's federal Resource Management and Interpretation records.
- Assists in assessing and/or evaluating records for retention, preparing and organizing into series various media (film, electronic, paper) in accordance with NPS museum and archival standards.
- Updates draft finding aid with new archival information including file, box, shelf location.
- Other duties as may be assigned.

Qualifications:

- Expertise in museums and archives standards
- Expertise in organizing federal records into series
- Expertise with the REIM guide
- Expertise in collection management and information management
- Experience with and knowledge of the physical properties of film and electronic media as well as paper
- Experience in preparing records for Federal Records Centers
- Attention to detail
- Ability to work independently
- Familiarity with park/local plant specimens
- Ability to work at a computer for up to eight hours per day
- Understanding and familiarity with computer software programs including Microsoft Office Word, Excel and Access, Interior Museum Collection Software (ICMS)
- Experience with organizing, managing and sharing information through shared drives
- Interest, work experience, and training supporting archival collections

Location: Work will be at Acadia National Park Headquarters, Bar Harbor, ME

Hours: This is not a federal position, and is a temporary, part-time position, NTE 20 weeks. The incumbent will work 32-40 hours/ week; the hours and schedule are flexible and will be determined by the park curator (the supervisor for the position) and the incumbent.

Compensation: Hourly pay at \$35.00/hour and includes housing in staff lodging on Mount Desert Island.

To Apply: Please send resume & cover letter as a (.pdf) attachment to search@schoodicinstitute.org using "Archives Technician" in the subject line. The names and contact info for at least two references should be included in the resume who can describe the applicant's experience and/or training identifying, managing, handling, and organizing archives and federal records for federal repositories.

Successful applicant will be required to receive a background security clearance to access government computer systems.

Schoodic Institute is an equal opportunity Employer