

## Job Posting

### Archivist

Historical Medical Library, College of Physicians of Philadelphia

#### About the Library

Established in 1788, the [Historical Medical Library](#) (HML) was Philadelphia's central medical library for over 150 years, serving its medical schools, hospitals, physicians, and other health professionals. Today, it is an independent research library devoted to the history of medicine and the medical humanities. Open to the public, HML provides reference, research, reproduction, exhibit materials, and presentations to more than 15,000 users annually, including scholars, health professionals, students, popular writers, and community organizations. The collection includes 51,000 linear feet of incunabula, manuscripts, archives, journals, monographs, multimedia, and more. The collection's 300,000 items date back to the 13th century with a heavy concentration of 19th and 20th century materials.

#### Essential Functions

Under the direction of the Library Director and as a member of the Historical Medical Library staff team, the Archivist curates, arranges, describes, maintains, and facilitates use of digital and physical permanently valuable records related to the College, the history of medicine, and the medical humanities. This includes corporate archives, medical records, personal papers, oral histories and more in manuscript, print, film, maps, digital, and other formats.

#### Responsibilities

- Creates, proposes, and assists in revision of policies and procedures to govern the management archival material
- Manages acquisition of archival material by purchase or donation
- Manages the cataloging or processing – including creating finding aids in ArchivesSpace - of incoming materials in accordance with best practices. Conducts research to enhance metadata and support use
- Promotes digital and physical discovery through the online catalog, finding aids, digital collections platforms, social media, and more
- Maintains and manages an institutional records management policy, including born-digital records
- Implements web-based finding aids using ArchivesSpace
- Assists in the revision of collections management and disaster planning protocols
- Creates digital and physical exhibits, displays, and programs in collaboration with library staff, the Museum, the Center for Education, and external organizations, to promote use
- Provides in-person and virtual reference services, answering reference questions of varying difficulty and explaining the use and availability of reference sources in all appropriate formats
- Schedules, hosts, and supports in-person, on-site researchers; creates and provides guides and instruction for safe handling of rare and fragile materials
- Manages rights and reproductions requests and interlibrary loan
- Manages collections maintenance, preservation, and conservation activities
- Supports assessment activities
- Supervises student interns and develops programs that allow interns to receive school credit
- Prepares clear, accurate and informative narrative and statistical reports
- Participates in outreach, programming, and grant projects with local academic, library, and archival communities

- Engages in regular professional development through research, publications, presentations and participation in state, regional, and national associations as part of a continuing commitment to bring best practices and innovative services to the Historical Medical Library, as well as to gain and share knowledge of trends archives with fellow libraries and other organizations
- Represents library at meetings and conferences for the purpose of keeping informed about current and emerging library services and technical developments and improving methods and techniques of information services and digitization
- May include weekend or evening hours

#### Required Qualifications

- Graduate degree in library science from an ALA-accredited institution OR a graduate degree in public history with an emphasis in archival management, OR a graduate degree in archival administration
- Minimum of three years' experience working in an archives or special collections and should possess the following skills and knowledge sets: demonstrated knowledge of DACS, EAD, and Dublin Core metadata standards; familiarity with Linux command line, Python, XML, GREL, and APIs; working knowledge of controlled vocabularies, such as LCSH, MeSH, and AAT; experience in the use of automated archival collections management systems, specifically ArchivesSpace; experience in the use of Digital Asset Management Systems (DAMS), specifically open-source Fedora-based software such as Islandora and Hydra
- Excellent written and oral communication skills, including public speaking
- Ability to manage multiple projects
- Excellent interpersonal skills
- Experience working collaboratively with varied groups in mixed teams
- Supervisory experience.
- Ability to prepare clear, sound, accurate, and informative narrative and statistical and other reports containing findings, conclusions, and recommendations
- Experience working collaboratively with varied groups in mixed team
- Ability to work both remotely and on-site at the College, as necessary

#### Preferred Qualifications

- Exhibit creation expertise and grant writing preferred

You will excel in this position if you:

- Enjoy working directly with researchers
- Have sense of humor
- Are curious
- Love working both collaboratively and independently
- Enjoy working at a fast pace in a rapidly changing environment
- Can work efficiently and effectively in both concrete and ambiguous situations
- Are adept at simultaneously safeguarding fragile collections and facilitating use

#### Physical Demands:

This section outlines the amount of time spent on the following physical activities. Definitions below indicate the frequency of occurrence.

None: Person does not perform activity.

Frequently: Person does activity 34% to 66% of time.

Occasionally: Person does activity up to 33% of time.

Continuously: Person does activity 67% to 100% of time.

Activity	None	Occasionally	Frequently	Continuously
Standing		X		
Sitting			X	
Repetitive Hand Motion		X		
Climbing stairs			X	
Reaching/Working Overhead		X		
Climbing or balancing		X		
Stooping, kneeling		X		

Does this position generally require that weight be lifted, or physical force exerted? Yes\_\_ No X

Activity	None	Occasionally	Frequently	Continuously
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			

**SALARY/BENEFITS:** This full-time, exempt position will receive a competitive non-profit salary, with a generous benefits package.

To apply, submit the below materials to Heidi Nance, Director of the Historical Medical Library, at [hnance@collegeofphysicians.org](mailto:hnance@collegeofphysicians.org).

- Cover letter
- CV or resume
- Diversity statement

Applications will be accepted until February 15, 2022.

#### About the College

The College of Physicians of Philadelphia, founded in 1787, is one of the oldest professional medical organizations in the country. Our mission is to advance the cause of health while upholding the ideals and heritage of medicine. The College strives to:

- Enable individuals, families, and communities to take greater responsibility for their health
- Improve the health of the public through service to health professionals
- Enhance appreciation of the heritage of medicine
- Provide information for the development of health policy

The College is home to the [Mütter Museum](#) and the [Historical Medical Library](#). Our outreach programs include our [History of Vaccines](#) website and the [College Junior Fellows program](#). The public is invited to attend the many [lectures, workshops, and conferences](#) the College offers. Our programs reflect our reverence for the past, our commitment to the present, and our vision for the future of medicine and health.

**The College of Physicians of Philadelphia is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**