

Consultant: Long Island Collections Assessment Archivist

Drawing on its unique collection of physical and digital primary source materials and artifacts, the Center for Brooklyn History inspires discovery, advances research, and preserves the history and cultural heritage of Brooklyn's diverse communities. Founded as the Long Island Historical Society (LIHS) in 1863, the institution transitioned its name as the Brooklyn Historical Society (BHS) in 1985 to further its mission to include documenting the history of the Borough of Brooklyn. In October 2020, BHS merged with Brooklyn Public Library (BPL) to form the Center for Brooklyn History.

Through this 9-month grant-funded project, the Center for Brooklyn History (CBH) seeks to surface all the materials in its holdings related to the history of Long Island to further boost the intellectual control of our collections, uncover and contextualize the materials in the collection, digitize and conserve relevant materials, and broaden the context of those collections and the materials within. **The compensation for this position is \$70,000 and is benefits ineligible.**

Responsibilities

Under the guidance of the collections and public service assistant director and CBH collections staff, and with input from the chief historian, the Long Island collections assessment archivist will be responsible for identifying and assessing all archival collections that relate to Long Island, and surveying those collections for relevancy, content, physical condition, level of details, and processing needs. They will also identify candidates for digitization and conservation. During the project period, the archivist will be responsible for digitizing smaller items from the collection in-house and creating necessary metadata so that digitized items can be added to the Digital Asset Management system and Revealing Long Island website. The archivist will also work with the chief historian to provide context to items in the collections and surface the collections to wider audiences through blog posts, social media, and other means of public dissemination of information, such as talks and presentations.

Required Qualifications

- Master's degree in library and information science, with a specialization in archival studies preferred.
- Demonstrated understanding of archival collections and principles of arrangement and description through a completed finding aid or other description tool
- Experience conducting background research about archival materials and their links or role in history
- Ability to work both independently and as part of a team
- Strong organization and time-management skills with attention to accuracy and detail
- Ability and willingness to lift, bend, and reach boxes or volumes weighing up to 40 lbs. repeatedly, including handling these materials while standing on rolling ladders and stepstools
- Ability and willingness to work in library stacks in cold temperatures (60-65 degrees Fahrenheit)
- Experience handling historical materials and making recommendations for digitization, preservation, and conservation.
- Strong oral and written communication skills

Preferred Qualifications

- Knowledge of Long Island and Brooklyn history
- Experience supporting curatorial projects
- Comfort with public speaking engagements



CENTER FOR BROOKLYN HISTORY

Interested candidates can contact us by emailing with the subject line: **Long Island Collections Assessment Archivist** to Assistant Director for Collections and Public Service, Natiba Guy-Clement at nguy-clement@bklynlibrary.org

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