

JOB

Diocese of Orange, Pastoral Center

Position Title:	Archives Assistant
Job Classification:	Non-exempt, part-time
Pay Range:	\$24.00 to \$32.00 an hour Based on qualifications, experience and education
Work Hours:	10:00am to 4:00pm (four days a week)
Department/Program:	Diocesan Archives
Reports to:	Director of Diocesan Archives
Supervisory Responsibility:	Directs volunteers / interns as needed
Internal/External Contacts:	Diocesan employees, parish priests, parish representatives, donors

Primary Purpose:

The Archives of the Diocese of Orange exists to preserve the life and history of the Church of Orange. The main task of the Archives is the processing of archival materials, physical and digital. This is accomplished by organizing, describing, cataloguing, digitizing, preserving, and maintaining the documents and artifacts of the Diocese of Orange.

Qualifications & Experience:

REQUIRED:

- Bachelor's degree from an ALA-accredited program with a concentration in archives management, OR equivalent combination of education and experience, OR graduate student working toward degree.
- Understanding and use of DACS; experience with collection management program PastPerfect 5.0 and Microsoft Office applications.
- Minimum 2 years of experience in an archives program.
- Experience arranging, describing, and preserving physical and digital collections and writing finding aids; knowledge of current best practices and standards.
- Strong organizational, planning, and problem-solving skills; strong interpersonal and communications skills, sound judgment and discretion; ability to work independently and collaboratively.
- Ability to handle highly confidential issues and documents.

DESIRED:

- Master's degree in archives management or library science.
- Experience in digitizing a variety of formats including multimedia; knowledge of basic preservation standards.

- Engagement with professional groups (SAA, ACDA, etc.).
- Certification with the Academy of Certified Archivists (ACA).
- Knowledge and experience in historical research.
- Practicing Catholic, familiarity with the Diocese of Orange, its history and clergy; demonstrates personal conduct in keeping with the teachings of the Church; experience working in diocesan, parish, or other religious organization.

Essential Functions:

- Use of DACS and PastPerfect 5.0 to catalogue, describe, and organize the material and digital collections of the Archives, and create / maintain finding aids.
- Assist in assessing and accessioning and deaccessioning material according to policy.
- Assist in setting priorities and processes for the digitization of the collection.
- Assess physical condition and identify conservation and preservation needs.
- Enforce rules, policies, and procedures for the use of and access to the archives; maintain security.
- Assist research for diocesan employees and parishes.
- Maintain confidentiality of all files and records.
- Supervise the work of volunteers and interns.

Non-Essential Functions:

Perform other office tasks and archival projects as assigned by the Director of Archives

Physical Requirements/Work Environment:

- Frequently required to lift/carry up to 10 pounds; occasionally up to 25 pounds; rarely up to 50 pounds.
- Ability to handle safely and move carts, dollies, or hand trucks loaded up to 50 pounds, walk upstairs, stand on stools or ladders; ability to assemble and adjust shelving and storage units.
- Typical office setting and electronics, extensive use of computer keyboard; sitting or standing for long periods of time, reaching or kneeling; manual dexterity, visual acuity, attention to details.
- Minimal exposure to dust or other substances associated with old records and artifacts.
- Main work area is a room with no windows.
- Occasional travel between primary work location in San Juan Capistrano and Cathedral Campus in Garden Grove.