

BECK CULTURAL EXCHANGE CENTER

**1927 Dandridge Avenue
Knoxville, Tennessee 37915
865-524-8461**

**Contact: René Kesler, President
RKesler@BeckCenter.net**

JOB DESCRIPTION

**Title: Urban Renewal Collection Archivist Assistant
Temporary, part-time (2-year, grant-funded)**

Reports To: Urban Renewal Collection Archivist

"This project was made possible in part by the Institute of Museum and Library Services [MH-00-18-0007-18]."



PURPOSE OF POSITION

The purpose of this position is assist the Urban Renewal Collection Archivist in accessing, processing, arranging, cataloging, and preparing finding aids for manuscript material, architectural records, photographs and negatives, ephemera, artifacts and all other "special materials" in the Beck Cultural Center Collection related to Knoxville's Urban Renewal in the mid-Twentieth Century. Duties include, but are not limited to: maintaining logs; providing reference assistance; implementing procedures; and performing other duties as assigned by the President/CEO and Collection Archivist.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Maintains the accession log of all special materials added to the Urban Renewal Collection; inventories accessions as required.

Processes, arranges, catalogs and prepares finding aids for manuscript material, architectural records, photographs and negatives, ephemeral and all other "special materials" added to the Collection.

Creates and maintains databases used for special materials.

Provides reference assistance for community members needing to use manuscripts, photographs and other special materials.

Develops and recommends procedures and/or regulations for the use of special and rare materials to ensure safe use and preservation.

Processes reproduction requests for special materials including photographs and architectural plans and drawings.

Manages the digital catalog project which includes selection of material, creation of record templates, develops guidelines for the projects, scan, catalog, upload, approve and index digital Collection records.

Monitors preservation copies of scans, and also provides training and supervision of staff in scanning technology and cataloging.

Maintains an inventory of archival supplies; recommends archival supplies and products to process, preserve and store special materials.

Acts as a liaison with *Urban Renewal Project* partner organizations and works with partners to ensure best practices.

Plans and assists with setting up exhibits from the Collection.

Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS

Bachelor's degree in Library/Information Science, Archival Studies, or related field or equivalent experience.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines, such as a telephone, copier, microfilm/microfiche readers, heat seal press, etc. Must also be physically able to operate equipment to include book and box trucks, 10' ladders, elevators, etc. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures archival methods for preservation. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to this position.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment and recording devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

- ♦ - ♦ - ♦ - ♦ -

The Beck Cultural Exchange Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Beck may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.