Job Opening: Archivist of The College of Physicians of Philadelphia

An exciting opportunity exists to participate in transforming a medical history collection as a companion to the Mütter Museum. The transformed collection will be integrated with the Mütter Museum in embracing 21st century technologies and social patterns of information usage to achieve new modes of discovery and scholarship within medical humanities. The College of Physicians of Philadelphia seeks an archivist who is an experienced, collaborative and user-focused professional who will work to arrange, describe, maintain and promote the archival and manuscript collections of the College.

The Historical Medical Library of The College of Physicians of Philadelphia (Birthplace of American Medicine℠) is one of the largest medical history collections in the United States with over 325,000 volumes including monographs, journals, manuscripts, archives, prints, photographs, pamphlets, and incunabula. It was designated a historical library in 1996 to recognize its function as a repository for the history of medicine.

Responsibilities: Reporting to the College Librarian, the Archivist will arrange and describe archival and manuscript collections in accordance with best practices; assist in revising policies and procedures to govern the management of archival collections; assist in the revision of collections management and disaster planning protocols; participate in institutional records management initiatives; implement web-based finding aids; develop digital projects, including exhibitions, to promote the use of archival collections; contribute to social media; participate in outreach to academic, library and archival communities; supervise volunteers and students in collections management projects; and assist with live and virtual reference.

Requirements: Preferred candidates have a 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. ACA certification is preferred. Candidates should have a 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, MARC and Dublin Core metadata standards; experience in the use of automated archival collections management systems, specifically Archivist’s Toolkit and its successor ArchivesSpace; experience in the use of automated library management systems; excellent written and oral communication skills, including public speaking; the ability to manage multiple projects; excellent interpersonal skills; experience working collaboratively with varied groups in mixed teams; and supervisory experience.

Salary is commensurate with experience plus excellent benefits. This is a full-time, regular, exempt position.

Candidates must be able to sit and stand for long periods of time, be able to walk up and down multiple flights of stairs, and be able to carry a 20 pound box for a minimum of 20 feet.

To apply: Send a cover letter which addresses the requirements listed here, a CV, and names/contact information of three references. Review of applications begins immediately and continues until the position is filled. Electronic submissions only. Submit applications to archivist@collegeofphysicians.org