



Project Archivist

About the Organization:

The Percussive Arts Society (PAS) is one of the world's largest percussion organizations and is considered the central source for information and networking for percussionists and drummers of all ages. Established in 1961 as a non-profit, music service organization, our mission is to inspire, educate, and support percussionists and drummers throughout the world.

PAS has over 5,000 members, with 47 chapters located across the United States and an additional 21 chapters abroad. PAS provides resources to the global percussion community via its bimonthly publications, *Percussive Notes* and *Rhythm! Scene*, and a website that provides educational materials, videos, PAS publication archives, research databases, and much more.

PAS operates a public-facing museum, the *Rhythm! Discovery Center*. A creative vision of the Percussive Arts Society, *Rhythm! Discovery Center* houses a rich collection of historic artifacts and more than 100 hands-on instruments from around the world. PAS invites visitors of all ages to come Find Your Rhythm! in its unique museum full of interactive exhibits.

Description:

The Percussive Arts Society seeks an experienced, collaborative professional to serve as a Project Archivist to assist in the establishment of a notable 20th century percussion composers archive at their headquarters in Indianapolis, IN. The Project Archivist will report to the Percussive Arts Society's Museum Manager and work with the Manager and other museum staff to accomplish the terms of the project. This is a one year grant funded position.

Specific duties of the Project Archivist include:

- Creates work plans which record basic information about the collection, suggest proposed arrangement schemes.
- Performs basic preservation work such as removing rusty metal hardware, unfolding and flattening documents, and transferring material to new, acid-free folders and boxes.
- Conducts appraisal of material within collections, a process by which the permanent, archival value of materials are evaluated.
- Writes finding aids, describing the creator of the records as well as the subject content of the collection. Finding aids also include detailed box and folder inventories.

- Coordinates the digitization of materials and creates descriptive metadata for digitized materials
- Assists in the creation of an Archive Processing Procedure document for use during the project period and to guide Rhythm! Discovery Center staff beyond the project period.
- Assists in the creation of a Digital Resources Creation and Preservation Procedure Document for use during the project period and to guide Rhythm! Discovery Center staff beyond the project period.
- Contributes to the project's dissemination efforts.

Required Qualifications:

- ALA-accredited master's degree in Library and Information Science or Archival Studies OR equivalent education and experience (relevant subject expertise combined with professional library education and/or experience).
- Demonstrated knowledge of issues relating to archival collections.
- Demonstrated knowledge of current national archival and descriptive standards and best practices, including working knowledge of DACS, MARC format, and other archival description standards.
- Ability to work creatively, collaboratively and effectively both as a team member and independently and to promote teamwork among colleagues.
- Commitment to building an archival framework for current and future archival processing according to industry best-practices.
- High level of attention to detail.

Preferred Qualifications:

- Interest in percussion history or performance, may have a music or percussion performance background.
- Interest/experience in fostering organizational capacity through education, teamwork and inclusion.

Compensation:

\$30/hour at 20 hours/week during the 1 year grant funded project period.

Application Procedure

Please submit a résumé, cover letter, and three references via email to:
Elizabeth Quay, Museum Manager & Registrar
equay@pas.org

Applications will be considered until position is filled, with an intended start of early fall 2019

Selection Process

Applications will be paper-screened and those exhibiting superior qualifications will be invited to interview. No phone calls please.