



Job Title:	Archives/Collections Coordinator
Department:	Tribal Historic Preservation Office
Reports to:	Tribal Historic Preservation Officer (THPO)
Location:	Administration Building
Level/Status:	Exempt (E2)/Full-Time
Hiring Salary:	\$42,266 - \$51,776
Open:	October 13, 2020
Closed:	October 23, 2020

SUMMARY

Under the supervision of the Tribal Historic Preservation Officer (THPO), the Archives/Collections Coordinator will be the departmental secondary point of contact in all matters relating to NAGPRA. The Archives/Collections Coordinator is responsible for organizing and maintaining historical records, materials, and artifacts.

Duties may include creating and maintaining the digital archives platform; providing research assistance for users; authenticating historical records and items; inspecting and maintaining the integrity of existing collection utilizing the appropriate archival methods and care for collections; developing catalog/records lists, drafting storage finding aids, and other tasks as assigned.

FUNDING SOURCE

This position is funded by a Institute of Museum and Library Services (IMLS) grant. This is a two-year term position and additional employment may be contingent on funding.

ESSENTIAL QUALIFICATIONS

- Must meet the criteria for the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians' Native American Preference Policy under the Gun Lake Labor and Employee Rights Ordinance (ex. enrolled Citizen of the Gun Lake Tribe; spouse, parent, descendant or grandparent of a Gun Lake Tribal Citizen; or enrolled Citizen of a federally-recognized Indian Tribe)
- Bachelor's Degree in Museum Studies, Museum Anthropology, Archive and Records Management, Art History, or related field; OR
- Five years of demonstrated work experience in a Culture Department, Archive, Library, or Museum
- Demonstrated experience managing and coordinating resources and projects
- Must be able to construct physical and digital indices and records management systems
- Knowledge of and ability to effectively use DSLR Cameras, other photography equipment, and high-resolution imaging software
- Working knowledge of the general philosophy, principles, and practices of Tribal museums and archives.
- Ability to understand, gain knowledge and appreciate the differences between various Native American cultures and customs

DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Assemble a catalog of all archives/collections materials; responsible for recording condition, measurement, location, etc.
- Maintain records and coordinate acquisitions and/or loans of archival and collections materials
- Maintain physical security and integrity of all collections through proper conservation
- Management and organization of records, documents, artifacts, and other archives/collections materials
- Conduct and analyze Preservation Needs Assessment(s) and other related community surveys
- Perform research to locate and acquire records and materials relevant to the Pottawatomi

- Provide research assistance and accessibility to the archives/collections materials for Tribal Citizens and other community users
- Assist other MBPI departments in collaborative projects as assigned
- Develop presentations and other community outreach programming and initiatives
- Coordinate and curate the use of archival and collections material for exhibits
- Develop, implement and maintain the MBPI Preservation and Collections Management Plan, including policies and procedures for storage, handling, access, gift/loan agreements, etc.
- Establish and manage the MBPI Collections Management Software and/or Digital Archives Platform
- Develop and maintain a hard copy ledger that contains basic catalog information for all archives/collections materials
- Develop and maintain cooperative and professional relationships with other Tribal, cultural, and historical museums, archives, and other institutions (ex. local historical societies)
- Assists with the Exhibit Workgroup and NAGPRA consultations as directed
- Ability to work non-traditional hours and long days when needed
- Ability and willingness to travel as required by grant and departmental workplans, sometimes frequently

OTHER SKILLS AND ABILITIES

- Passion for Tribal history, culture and traditions; including an understanding of the social, educational, training and cultural needs of the Native American community
- Knowledge and understanding of Neshnabék culture, history, and pre-history and demonstrated commitment to the restoration and preservation of the Gun Lake Tribe's cultural foundations
- Must have the proven ability to multi-task, prioritize, track and meet deadlines, and balance diverse projects
- Possesses strong technical writing, oral communication, and research skills
- Ability and willingness to learn the departmental collections management software
- Ability and willingness to learn about the Native American Graves Protection and Repatriation Act
- Highly organized and able to work both independently and with a high level of oversight and review
- Comprehensive knowledge of standard office practices, procedures, equipment, and techniques
- Ability to maintain strict confidentiality
- Ability to work well independently and with team members and other staff in a team-oriented environment
- Ability to be patient, courteous, diplomatic, and reliable
- Ability to understand, interpret, and curate historical documents, anthropological documents, geographic maps, and similar publications/documents
- Ability to draft departmental policy & procedures, condition and assessment reports regarding MBPI Archives/Collections materials, community surveys and assessments, and business correspondence within time designations

CONDITIONS OF EMPLOYMENT

- Must complete all training as outlined/directed by the grant, provided by the Field Museum departments
- Non-traditional hours including working evenings, weekends, and holidays as assigned to meet deadlines
- Must be able to complete work in an area which may be cooler than average office environments
- Must be able to carry equipment and supplies weighing up to 50 pounds unassisted
- Must possess a valid driver's license, reliable transportation, and be insurable

SUPERVISORY RESPONSIBILITIES

This position will supervise internship personnel and may supervise contract personnel and volunteers as assigned.

SECURITY SENSITIVE

This position will have access to information that is security-sensitive and thereby subject to additional provisions.

DISCLAIMER

The above statements are intended to describe the general nature and level of work performed by persons assigned to this job. These statements should not be construed as an exhaustive list of all responsibilities, duties, and skills required.

All applicants must be able to demonstrate their US work authorization during the employment verification process. The pre-employment process also requires the ability to pass a criminal background investigation and drug/alcohol test.

INDIAN PREFERENCE

The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians recognizes Native American preference in its hiring and employment policies.

EMPLOYER BENEFITS AND COMPENSATION

The Gun Lake Tribe offers a competitive base salary and benefits package that includes:

- Medical, dental, vision, telehealth, short-and-long term disability
- Life insurance for the employee, spouse, and their dependents
- 401K/Roth retirement plan with employer matching contributions
- Voluntary Benefits: AFLAC and Flexible Spending Account, additional life insurance
- Paid Time Off and Holidays
- Employee Assistance Program

TO APPLY

You are required to register and apply through our online employment portal to be considered for this position.

<https://gunlaketribe-nsn.gov/employment/>

If you require assistance or to apply in person, please call 269-397-1780, to schedule an appointment.