

# Town of Franklin

355 East Central Street  
Franklin, Massachusetts 02038-1352



Phone: (508) 553-4810  
[www.franklinma.gov](http://www.franklinma.gov)

## Office of Human Resources

### JOB POSTING NOTICE

**POSITION:** Part-Time Archivist  
Franklin Historical Museum  
**SALARY:** \$25 - \$30 per hour, commensurate with experience  
**HOURS:** up to 19 hours per week – flexible hours  
**POSTED:** July 15, 2022  
Preferred Deadline: August 5, 2022

The Town of Franklin is seeking a part-time Archivist to lead the community's Historical Museum. Interested candidates can learn more about the Franklin Historical Museum by visiting <https://www.franklinmuseum1778.com>

This is a part-time position reporting directly to the Town Administrator and/or his designee. The hours can be flexible. However, at times, weekday evening and weekend hours are required as needed to accommodate exhibitions, programming schedules and/or Museum operating hours. Professional development funds are available to support attendance at conferences and workshops.

#### **The Archivist will be responsible for the following duties:**

- Develop institutional policies to identify, preserve, manage, and provide access to Historical Museum collections
- Implement a collection management system and establish protocols for collection processing
- Inventory, catalog, and document objects and archival materials in the Museum Collection
- Research and develop a long-range plan for collections development
- Review infrastructure needs at the Historical Museum, such as housing, technology, and use of space, and develop strategies for long-term preservation
- Present annual capital plan and annual operating budget to the Town Administrator
- Maintain Historical Museum website and conduct public relations on behalf of the Museum and its exhibits and events
- Work with town staff and Historical Commission and the Friends of the Franklin Historical Museum and other volunteers to develop and assist in exhibition planning and installation
- Train and manage volunteers, students, and interns
- Look for alternative funding for Museum operations and grant opportunities
- Other duties as assigned by the Town Administrator

**Required Qualifications:**

- Minimum of 2 years' experience working with collections and exhibitions. Experience may be substituted with appropriate academic credentials and internships
- Familiarity with PastPerfect Museum Software
- Must be a self-starter with a desire in building a collection management system and preservation strategy from the ground up for the long term preservation of Historical Museum and/or Town archives
- Excellent writing and public relations skills
- Ability to work as part of a team and independently
- Must be organized as well as flexible, and able to be self-directed in prioritizing tasks and work
- Ability to work with town staff, stakeholders, and general public in a courteous and tactful manner
- Must be able to lift 40 pounds and unpack, shelve, and shift large quantities of archival and museum objects
- Bachelor's degree in History, Library and Information Science or a related field is required. Master's Degree in Library and Information Science, History, or a related field, with a concentration in Archives Management is preferred.

*This is a part-time position and the employee is only authorized to work up to 19 hours per week. The position does not have benefits.*

**Interested candidates shall email a resume and cover letter in Microsoft Word or PDF format to [apply@franklinma.gov](mailto:apply@franklinma.gov). Please put "Archivist" in the subject line of the email.**