



# CITY OF PHILADELPHIA

## Parks & Recreation

Michael DiBerardinis  
Commissioner

One Parkway  
1515 Arch Street, 10th Floor  
Philadelphia, PA 19102-1587  
phone: 215.683.3600  
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### **JOB DESCRIPTION**

**Job Title:** Archives Specialist

**Department:** Philadelphia Parks & Recreation's Fairmount Park Historic Resource Archive in the Preservation, Planning and Property Management Division. For more information on the historic resource archive, please visit:

<http://www.phila.gov/ParksandRecreation/history/historicarchives/Pages/default.aspx>

### **Primary Duties:**

Philadelphia Parks & Recreation seeks an archive specialist for a temporary, six-month position. Duties include: assisting full-time staff with organizing the existing collection, which include history files, drawings, plans, photographs, and digital files; fulfilling a variety of research requests; scanning archival photographs; sorting and labeling negatives, photos and slides; properly rehousing items and assisting with special projects as needed.

**Availability:** This position begins **immediately**. **We will accept resumes until position filled, but no later than June 1, 2015**. Position lasts six months from date of hire and would end in Winter 2015, depending on date of hire.

**Education Required:** This is an entry level position suitable for those who have recently obtained a Master's Degree with an archival concentration or candidates having a bachelor's degree from an accredited college or university in a related major (history, library science, archives management, historic preservation, or museum studies) with 1-2 years of records management work experience.

**Residency Requirement:** Applicants must be City of Philadelphia residents.

**Skills Required:** Ability to work independently and in a team environment. Knowledge of proper handling procedures for sensitive archival materials. Knowledge of archival methodology and practice including descriptive standards. Knowledge of Archivist's Toolkit preferred.

**Hours:** 8 a.m.-4 p.m. or 9 a.m.-5 p.m./40 hours a week

**Pay Rate:** \$15/hr.

**Location:** Philadelphia Parks & Recreation, 10<sup>th</sup> Floor, One Parkway, 1515 Arch Street, Philadelphia, PA 19102

**To apply:** Please send resumes to Rob Armstrong at [rob.armstrong@phila.gov](mailto:rob.armstrong@phila.gov)



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