



Position: Archives Assistant (Term)

Reports To: School Archivist & Library Director

Schedule: 16 hours per week for 4 months; Flexible weekly schedule

Hourly Rate: \$25 per hour

Institution Summary: Founded in 1923, Belmont Hill School is an all-boys independent school located in Belmont, MA. The School serves 463 students in grades 7-12. The mission of Belmont Hill School is to educate boys in mind, body, and spirit to develop men of good character. “Working Together” has been a goal from the establishment of the School and remains a key component of our daily life.

Position Summary: The Belmont Hill School Archives is seeking to hire a term Archives Assistant to assist with Centennial projects and day-to-day archives duties. The Archives Assistant would help with duties such as:

- Fulfilling reference requests
- Managing and inputting content and data into the digital asset management system and content management system
- Performing quality assurance for digitized collections and metadata
- Processing collections
- Scanning photograph collections
- Compiling content for Centennial exhibits, events, and promotional materials

Qualifications: Near completion of Masters degree in Archives, Library Science, History or related field. Interest in working in a small independent school archives and during a busy, energetic time in the School's history. Preferred: Recent graduate from an Archives program; Knowledge of digital asset management and content management systems.

Work Conditions: The position requires working in an office environment where there are a few physical discomforts such as dirt, dust, and the like. The ability to lift boxes of 25 or more pounds may be necessary in the course of normal duties.

To Apply: Email cover letter and resume to Caroline Kenney, School Archivist, at kenney@belmonthill.org by November 21, 2022

Date Posted: October 25, 2022