

## **Archivist/Librarian**

**Dedham Historical Society & Museum, Dedham, MA**

**Please send a cover letter and resume to [society@dedhamhistorical.org](mailto:society@dedhamhistorical.org)**

### **Overview**

The Dedham Historical Society & Museum (DHSM) seeks a part-time Archivist/Librarian to oversee, promote, and steward its important collections that reflect the history of one of the oldest and most historic communities in the nation.

Essential functions of the DHSM Archivist/Librarian:

- Provide reference and/or research services to historical and genealogical researchers, in person or by phone, email, or mail.
- Use database programs to catalog materials for accessioning and to run reports (DHSM uses Past Perfect).
- Referencing the Collections Policy, appraise external library and archival materials for possible accession to the collection through gifts or purchase; consider materials for deaccessioning.
- Care for the archival collections, on-site and at off-site storage, and reference library using current archival and records management best practices, maintaining the physical collection with an eye toward preservation and access.
- Monitor climate and housing of materials in appropriate archival enclosures, boxes, and on shelving.
- Make materials accessible by writing finding aids and working with volunteers to do the same.
- Seek grant funding for archival projects and work with the executive director on the submission of grants for the archives and library.
- Post/write to social media channels about collections at least 2x/week.
- Contribute information to the DHSM website and bimonthly newsletter.
- Provide ideas, reference services, and content for programs, publications, exhibits, reports, grants, etc.
- Participate in and assist with school programs.
- Explore options for and eventually integrate digitization of archival materials.
- Build volunteer archives/research team and oversee those volunteers.
- Create monthly visitor reports for the board.
- Report to and under the direction of the executive director.

### **Qualifications**

- Graduate degree in relevant field and/or ALA-accredited degree (MLS/MLIS or equivalent).
- Working knowledge of historic collections and their care and handling.
- Experience in aiding researchers and undertaking research.
- Strong organizational and communications skills.
- Familiarity with collections databases.
- Experience digitizing collections.
- Familiarity with social media; ability to write for online audience and post.
- Ability to work independently and as part of a team.

**Archivist/Librarian  
Dedham Historical Society & Museum**

**About the Archives and Library**

The DHSM is an independent research facility. The archives and library collect, preserves, and provides access to genealogical records and materials related to the history of Dedham from the 1600s to the present. The library contains more than 10,000 volumes including standard and rare genealogical and historical reference materials. The archives include extensive primary documents relating to Dedham families. Also included are Dedham related materials including Church and civil records from 1635; Newspapers from 1796; 18th–20th century maps; journals, diaries, scrapbooks, photographs, motion pictures, glass negatives, postcards, and ephemera; social organizations; business collections including banks and turnpikes; early industries and patents; materials relating to local schools; and military collections with particularly strong material from the Civil War and World War II; etc. For more information on the archives and library, visit <http://dedhamhistorical.org/research>

**About DHSM**

The Dedham Historical Society & Museum was founded in 1859 for the purposes of collecting and preserving material related to the history of Dedham, MA, from the 1600s to the present. The DHSM works within the community and beyond to establish an appreciation for the town's history and place within the culture of the region, connecting the past to the present. Established in 1636, the original land grant extended 200 miles to the border of what is now Rhode Island, since sectioned into 16 towns. The DHSM holds an important collection of American fine and decorative arts relating to the town and early Massachusetts history, and a library and archives housing rare materials ranging from original documents from the town's founding, industries, military, maps, church and civil records, etc. Dedham is the seat of Norfolk County and home to many "firsts" in the nation. For more information about Dedham, visit <http://dedhamhistorical.org/history>. The Dedham Historical Society & Museum is a charitable, educational institution, organized under Chapter 501(c)(3) of the Internal Revenue Code.

**About Dedham**

In September of 1635, the Massachusetts General Court issued orders for the establishment of two inland towns, which could relieve the population pressures within the existing settlements along the Bay. The first of these towns was Concord; the second was Dedham (1636). Predominantly yeomen and middle-class people from Suffolk, Norfolk, and Essex, England, the Dedham pioneers found themselves in possession of something in excess of two hundred square miles, which extended to what is now the border of Rhode Island; 15 towns subsequently separated from the original community. Dedham is the seat of Norfolk County and home to many "firsts" in the nation. For more information about Dedham, visit <http://dedhamhistorical.org/history>