Position: Collections and Archives Manager

Position Summary
The Collections and Archives Manager directs the Folk School’s archives and records management programs in accordance with professional standards and practices in order to ensure the long-term preservation and accessibility of the collection. The position is responsible for the custody, management, and preservation of materials in all formats, and directs/supervises the work of work study students and volunteers. This position is a full-time, exempt salary, benefits eligible position that reports directly to the Deputy Director.

Organization
John C. Campbell Folk School (JCCFS) was founded in Brasstown, North Carolina in 1925, as an experiment in progressive education. As of 2020, JCCFS implements over 850 classes per year on a two-hundred and eighty-five acre campus. The campus includes studios for the making of folk and fine arts and crafts and housing for students.

The Region and its traditions
Southwestern North Carolina is rich and diverse in genres of craft, music and dance. Traditional music is very prevalent and continues to occur in families with multi-generations performing together. Genres of traditional music include: Bluegrass; Bluegrass-Gospel; Old-Time string band music; ballad singing; traditional folksongs; African American Gospel music; Native-American (Cherokee) music and dance; and Country music.

As a result of John C. Campbell Folk School’s role in this region since 1925, visual arts and crafts flourish. Several generations have moved into the area to live near the Folk School. In many cases, these persons have established studios in the community. The community includes African Americans, Scots Irish, English, German Americans, and French. John C. Campbell Folk School continues to attract new residents who move into the area to work or study at the school.

The Collections and Archives Manager will have ample opportunity to carry-out fieldwork in the region with music, dance, craft, and spoken word traditions such as oral histories, legends and tall-tales.

The Archival Collection
The collection contains some 5,000 artifacts. The artifacts include crafts genres, letters, books, brochures, written documents, photographs spanning many decades, wood carvings and audio recordings.

Position Responsibilities
- Arrange and make available archival collections using professional standards.
- Create and mount exhibits on the Folk School campus and at regional museums, historical societies, and other venues.
- Conduct the daily care of the collection and exhibits, including monitoring HVAC and humidity levels.
- Oversee all facets of museum archives and records management operations.
• Work with and maintain a variety of archive formats including paper, photographs, multimedia, and craft objects according to professional standards.

• Preserve records, documents, and objects.

• Copy records to videotape, audiotape, or computer formats.

• Actively participate in professional development opportunities such as conferences, presentations, and workshops both local and regional.

• Promote JCCFS initiatives and services through tours, presentations, exhibits, social media, and other appropriate venues.

• Supervise and direct projects for designated work study students and volunteers.

• Conduct and document interviews to archive biographical details, stories, and contextual information as it relates to the objects, materials, photographs, and documents held in the Folk School Collections.

• Develop and implement an on-going strategic plan for the museum archives in coordination with the Deputy Director and Executive Director.

• Supervise and perform all administrative duties related to museum archives staff, work-study students, volunteers and interns.

• Resolve problems related to museum archives and records management.

• Regularly meet and update the Deputy Director and Executive Director on projects and assignments.

• Arrange and maintain information in a retrievable form.

• Select upgrades to systems to aid in information retrieval.

• Assist staff members, approved scholars and others conducting research by supplying available materials and/or information while maintaining confidentiality of private museum records.

• Ensure museum archives facility is secure, clean and an appropriate environment is maintained.

• Identify, in conjunction with the Development Director, potential funding sources for projects associated with the museum archives.

• Perform other projects as assigned.

Education and Experience Requirements

• A BA and MA in a combination of Folklore and Library Sciences. If each degree is in Folklore, it is mandatory that classes were also completed in Library Science.

• A concentration in archival administration is preferred.

• An Archival certification is a plus.

• A minimum of five years demonstrated experience in appraising, accessioning, arranging, and describing archival and manuscript collections.

• Supervisory experience required.

• Demonstrated experience in records management including the creation of record retention schedules and management of permanent and non-permanent records.
• Working knowledge of MARC, EAD, and archival description standards.

• Knowledge of the conservation and preservation needs of archival collections in a variety of formats including analog and born digital records.

• Familiarity with archives management systems and/or content management systems and an understanding of emerging technologies.

• Experience with presenting archival and historical information to diverse audiences through diverse media.

• Demonstrated organizational, decision-making and problem-solving skills.

• The ability to create policy while supervising staff, interns, and volunteers.

• Able to prioritize and manage workflow, projects, and multiple tasks while meeting deadlines and solving problems in a dynamic environment.

• Excellent research, oral and written communication skills.

• Demonstrated ability to collaborate with institutional departments, community partners, and potential donors.

• General familiarity with museum operations, art history, and history.

• Proficiency in automated solutions to store and access archival information.

Physical Demands

This position requires travel and the ability to drive a car. A current driver’s license is required. The position requires the individual be able to walk unaided up and down hills and over uneven terrain, bend, stoop, and have use of fine and gross motor skills. The work of this contract position may frequently require the use of hands to grasp, handle, or touch objects, tools, or controls. The employee must occasionally lift and/or move heavy objects or boxes, up to 50 pounds. While performing the duties of this job, the employee will likely need to sit and to work at a computer. Ability to work in library stacks in cold temperatures (60–65 degrees Fahrenheit) for up to an eight-hour workday, five days a week. This position requires fluency in English and the ability to frequently travel between the Archives on the second floor and History Center on the ground level.

Applications

Please submit the following materials by e-mail at jobs@folkschool.org, or by USPS to:

Human Resources Manager
John C. Campbell Folk School
One Folk School Road
Brasstown, NC 28902

1. Cover letter that expresses your desire to work at the Folk School and reasons for interest in the position.
2. Resume detailing education and work experience.
3. Contact information for three professional references.

Review of applicants will begin immediately and continue until position is filled.