



Director, Chevy Chase Historical Society Archive and Research Center Chevy Chase, Maryland

Chevy Chase Historical Society (CCHS) seeks a skilled, experienced, and enthusiastic professional for the full-time position of Director of the CCHS Archive and Research Center.

About CCHS

The Chevy Chase Historical Society (CCHS), a nonprofit membership organization with an all-volunteer board, has been collecting material relevant to the area for 41 years. The CCHS archive is a unique resource for scholars, students, and residents of Chevy Chase, Maryland, one of the earliest planned suburbs in the United States. The archive contains approximately 15,000 photographs; 400 maps; more than 100 oral histories; a variety of documents such as memoirs, municipal records, personal papers, letters and yearbooks; a non-circulating reference library; and research files of pamphlets, clippings, and other materials.

Position Summary

The Director of the Archive and Research Center is a full-time staff member, and reports to the President of the Chevy Chase Historical Society. In addition to the primary responsibilities listed below, the Director will be the public face of the Archives and Research Center, interacting with the surrounding municipalities, as well as sister organizations such as Montgomery History and DC History Center.

Primary Responsibilities

The Director of the Archive and Research Center will:

- Plan, direct, and coordinate the daily operations of the Archive and Research Center. These tasks include accessioning, arranging, digitizing, describing, and re-housing current and new manuscript collections, photographs, maps, and other material, as well as implementing basic preservation methods and collection development.
- Manage the human resources at the Archive and Research Center by recruiting graduate interns and volunteers, and by supervising and training interns and volunteers in an effective and collegial manner.
- Manage the Archive and Research Center in compliance with the annual budget and with the requirements of grant funding.
- Ensure that policies and procedures for the archive are in accordance with archival best practices. Maintain the Archive by monitoring environmental conditions and coordinate with outside vendors, contractors, etc., as needed.
- Maintain both the PastPerfect database and the CCHS website, <http://www.chevychasehistory.org>.

- Provide reference and research assistance for community members, patrons, volunteers, and interns.
- Manage social media platforms and develop content for outreach efforts.
- Support the Lecture Committee's twice-yearly public lectures, usually held in the evening or on a late afternoon on a weekend.
- Support the Gala Committee as it plans the annual fundraising event.
- Oversee the research and writing of a house history for the CCHS Spring Gala and design and produce a physical exhibit created for the event.
- With Board oversight, manage the content and production of the three-times-yearly CCHS Newsletter, including developing short articles, editing, and coordinating with an outside printer.
- Prepare a column about the recent activities at the Archive and Research Center for the CCHS Newsletter.
- Prepare and present a brief written report on activities at the Archive and Research Center at the CCHS Board Meetings, which are typically held 10 times a year, usually in the evening.

Qualifications

- A Master's Degree or PhD in Archival Studies, Museum Studies, Library Science, or US History with demonstrated experience working in an archive, in both analog and digital formats, *OR* a Bachelor's Degree in Archival Studies, Museum Studies, Library Science, or US History, with a minimum of three years of hands-on experience working at an archive, in both analog and digital formats.
- Demonstrated strength in written, verbal, and analytical skills. Ability to work independently and collaboratively and to prioritize work to ensure timely completion of projects. Aptitude for complex, analytical work with attention to detail, demonstrated in problem-solving skills, flexibility, and creativity
- Excellent interpersonal skills and ability to establish and maintain effective working relationships with the CCHS Board Members, staff, volunteers, donors, and members of the public.
- Demonstrated knowledge of US History in general, and familiarity with, or quickly able to learn, the history of Chevy Chase, Maryland, and the greater metropolitan area of Washington, DC.
- Experience, skills and familiarity with analog and digital collection preservation best practices using PastPerfect and standards such as DACS and Dublin Core.
- Strong computer skills, with desktop experience using Publisher, InDesign, and Photoshop, as well as Drupal, the CCHS website content management system.
- Ability to bend, kneel, and lift heavy boxes.

Compensation

This is a permanent, full-time position, with occasional weekend and evening hours required. The starting salary will be \$50,000 to \$52,000, with opportunity for increases, plus paid federal holidays, two weeks annual vacation, and five paid sick days. Paid parking is provided.

Applications

Applicants should email (preferred) or mail the following: 1. a letter of application addressing your qualifications, 2. a resume, and 3. contact information for three professional references.

Email: director@chevychasehistory.org

USPS: Chevy Chase Historical Society, 8401 Connecticut Avenue, Suite 1010, Chevy Chase, Maryland 20815.

Deadline for applications: June 6, 2022. Review of candidates will begin on May 16. Prompt applications are encouraged.