

**NR\_key\_name:** 9A1CA332740A624885256681004C35E2  
**SendTo:** ALL  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R econd/O=ARRB  
**From:** CN=Laura Denk/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 09/16/1998  
**DisplayDate\_Time:** 9:52:37 AM  
**ComposedDate:** 09/16/1998  
**ComposedDate\_Time:** 9:52:25 AM  
**Subject:** Archivist Position Available  
TO: laura\_denk @ jfk-arrb.govcc. (cc: Laura Denk/ARRB)FROM: Bill Joyce <wjjoyce @ phoenix.finnelton.edu>  
@ INTERNET @ INTERLIANT Date: 09/15/98 10:05:51 PM GMTSubject: Archivist Position AvailableLaura,  
here's another... --Bill>Return-Path: <exlibris@library.berkeley.edu>>Date: Fri, 4 Sep 1998 12:44:04 -0700  
(PDT)>Errors-To: ewilkie@ix.netcom.com>Reply-To: exlibris@library.berkeley.edu>Originator:  
exlibris@library.berkeley.edu>Sender: exlibris@library.berkeley.edu>From: "Ron Becker"  
<rbecker@rci.rutgers.edu>>To: Multiple recipients of list <exlibris@library.berkeley.edu>>Subject: Archivist  
Position Available>X-Listprocessor-Version: 6.0c -- ListProcessor by Anastasios Kotsikonas>X-Comment:  
EXLIBRIS>>>RUTGERS UNIVERSITY LIBRARIES>>TITLE: Project Archivist (Grant Funded Position)> Institute of  
Jazz Studies, John Cotton Dana Library>>RESPONSIBILITIES: Arrangement and description of the Institute of  
Jazz>Studies' Archival Collections. Create finding aids, databases, and>collection-level MARC-AMC records.  
Perform basic preservation>activities. SGML EAD mark-up of finding aids for inclusion in the>Institute's  
website. Grant writing and projects with other>non-manuscript archival collections as  
required.>>QUALIFICATIONS: Required: Master's degree in Archival Studies, Library>Science, Music History,  
American History or related field; two years>relevant archival experience; experience with archival and/or  
library>computer applications, Microsoft Access, and MARC-AMC cataloging;>demonstrated administrative  
ability.>Preferred: Knowledge of Jazz, American music history, and/or the sound>recording industry; graduate  
education in archival theory and practice;>3-4 years archival experience; SGML and EAD and Internet  
website>development; knowledge of preservation procedures, copyright/privacy>issues, and photograph and  
sound recording collections.>>SALARY: Dependent upon experience and qualifications, with a minimum  
of>\$32,840 for a 12 month grant funded Librarian V, non-tenure track>appointment. Renewal of the  
appointment is dependent upon positive>performance and continuation of funding.>>STATUS/BENEFITS:  
Faculty status, calendar year appointment, retirement>plans, life/health insurance, prescription drug, dental  
and eyeglass>plans, tuition remission, one month vacation.>>LIBRARY PROFILE: Founded in 1952 by pioneer  
Jazz scholar Marshall>Stearns and donated to Rutgers in 1966, the Institute of Jazz Studies is>part of the  
Rutgers University Libraries located in the John Cotton Dana>Library on the Rutgers-Newark Campus. The  
Institute is the world's>foremost Jazz archives and research facility. Its collections consist>of sound recordings,  
books, Jazz periodicals and research files, oral>histories, photographs and negatives, scores and  
arrangements,>memorabilia, and seventy archival collections. The archival collections>total 450 cubic ft. of  
manuscript and non-print material including>personal papers of musicians, Jazz critics and discographers as  
Record  
**Body:**  
**recstat:**  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**