



## **Processing Archivist**

The Women Religious Archives Collaborative (WRAC) is a Catholic nonprofit organization in Cleveland, Ohio that is building an archives and heritage center to house the collective memory of over 40 archival collections of congregations of Catholic sisters. As the legacy of each congregation, canon law mandates and supports record keeping and the maintenance of archives to provide a window into the origins, development, spirit, and charism of the orders and its members throughout the world. The organization strives to fulfill its mission as a repository of record. For more information on WRAC visit <https://archivescollaborative.org/>.

### **Position Summary:**

The Processing Archivist will collaborate with the Lead Archivist to develop processing plans for collections. This includes determining the level of granularity for processing, ensuring appropriate housing of materials, writing DACS (Describing Archives: a Content Standard) compliant finding aids using ArchivesSpace, participating in digitization projects, supporting digital and in-person exhibits, and providing basic reference services.

**Reporting Relationship:** This position reports directly to the Lead Archivist.

### **Work Location & Requirements:**

- Hybrid work arrangement with flexibility for off-site work.
- Regular in-office presence required for:
  - Physical archival processing and material handling
  - Collection assessment and preservation work
  - Team meetings and collaborative planning sessions
  - On-site archiving activities as collection needs dictate
- Travel up to 20% may be required for professional development, collection acquisitions, and collaboration with partner institutions.

### **Duties and Responsibilities:**

- Works with the Lead Archivist to create archival procedures for WRAC collections, with an emphasis on accessioning and processing.
- Contributes to development of strategies for streamlining processing workflows.
- Sets priorities in accordance with established goals to create digital and in-person exhibits for WRAC visitors.
- Follows professional archival best practices to ensure appropriate accessioning, arrangement, description, preservation, and use of materials in the Archives.
- Appraises new collections and reappraises existing collections to determine archival value and processing priorities.

- Submits regular reports on processing and other related projects as assigned to the Lead Archivist.
- Processes materials using existing collection management guidelines.
- Writes DACS-compliant finding aids using ArchivesSpace with appropriate levels of description and biographical/historical notes to facilitate research and retrieval.
- Assists with the assessment of the physical condition of the collections and identifies conservation and preservation needs. Prepares collection materials for reproduction, display, and exhibition.
- Aids archives staff with research in response to reference questions about the collection.
- Provides basic reference services, including pulling materials for researchers and digitizing records for research purposes.
- Trains and supervises the work of students, support staff, volunteers, and interns working on archival projects, and assists in training peers in archival best practices across the organization.
- Describes collections and materials in writing for content and preservation documentation, as well as collection significance for donors and grant narrative statements.
- Liaison with congregations regarding collections for transfer to WRAC

#### **Skills and Qualifications:**

- ALA-accredited Master of Library Science (MLS) or Master's degree in History with an archival concentration required.
- Minimum of 3 years of relevant archival experience.
- Understanding and appreciation of the traditions and culture associated with women religious and American Catholicity, with subject-area knowledge related to women's history and religious history both in the United States and across the world.
- Strong project management skills, with an ability to manage multiple complex projects simultaneously.
- Ability to work independently, as well as work collaboratively as a team with colleagues in Special Collections and other Library units.
- Ability to describe collections and materials in writing for content and preservation documentation, as well as collection significance for donors and grant narrative statements.
- Experience working with personal papers, organizational records, and media materials and the ability to conceptualize and organize large collections in a variety of diverse formats, including born-digital, audiovisual, photographic, and paper material.
- Proficiency with DACS (Describing Archives: a Content Standard) and ArchivesSpace or similar collection management systems.
- Proficiency with Google Workspace, Microsoft Windows and Microsoft Office Suite

- Knowledge of professional archival standards and best practices for accessioning, arrangement, description, and preservation.
- Experience with collection appraisal and reappraisal methodologies.
- Understanding of conservation principles and ability to assess physical condition of archival materials.

**Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. WRAC reserves the right to modify job duties or job descriptions at any time based on organizational needs.

**Funding and Employment Status:** This is a full-time, grant-funded position through December 2030. Continued employment beyond this date is contingent upon additional funding and organizational needs.

**Compensation:** Starting at \$53,000, commensurate with experience.

**Benefits include:**

- Health insurance
- Dental insurance
- Vision insurance (optional)

**Application Process:** Please submit a cover letter and résumé to Sarah Lubelski at [careers@archivescollaborative.org](mailto:careers@archivescollaborative.org). Please include “Processing Archivist” in the subject line of your email.

**Application Deadline:** February 28, 2026