

# MIKE KELLEY FOUNDATION FOR THE ARTS

## PROCESSING ARCHIVIST POSITION DESCRIPTION

**JOB TITLE:** Processing Archivist

**DEPARTMENT:** Archives

**STATUS:** Full-time, Non-Exempt 15-month Limited Position

**REPORTS TO:** Archivist

**STARTS:** Immediately

The Mike Kelley Foundation for the Arts (MKFA) advances the artist's spirit of critical thinking, risk taking, and provocation in the arts. Established by Kelley in 2007, the Foundation seeks to further Kelley's philanthropic work through grants to arts organizations and artists for innovative projects that reflect his multifaceted artistic practice. The Foundation also preserves the artist's legacy more broadly and advances the understanding of his life and creative achievements through educational initiatives including exhibitions, educational events, publications and the preservation and care of the Foundation's art collections and archives.

The Archives maintains a collection of original papers and materials related to the artist's life and work, which include substantial digital holdings. These materials were accumulated over the course of Mike Kelley's life and transferred to the Foundation in 2015. The Archives also maintains the records of the Mike Kelley Foundation for the Arts, which was founded by the artist in 2007 and continues his philanthropic legacy today.

### POSITION SUMMARY

MKFA is seeking a full-time Processing Archivist to work alongside and report to the Archivist. The focus of the position will be to process collection materials and make them available to staff and other stakeholders. Priority series include administrative and business records, sound and music projects, and studio records. This is a great opportunity for a new professional interested in gaining hands-on experience with paper-based materials. This is a 15-month limited assignment (15 months max from date of hire).

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare processing work plans for repository series as assigned.
- Execute processing work plan as approved: rehouse materials, assess conservation and preservation needs, arrange and describe materials, and catalog resources using ArchivesSpace.
- Responsible for safely handling, rehousing, and storing archival materials.
- Responsible for the security and environmental monitoring of archival facilities.
- Support other areas of archival programs in response to evolving priorities.

### MINIMUM REQUIREMENTS

- Graduate degree in archival studies from an ALA-accredited program.
- Knowledge of archival theories and practices, especially related to arrangement, description, housing, handling, and preservation.
- Familiarity with DACS, EAD, and the use of controlled vocabularies and authority terms.
- Facility learning new systems and software.

- Excellent verbal and written communication skills and collaborative nature; demonstrated attention to detail.
- Highly organized and progress oriented; comfortable tracking questions for consolidated review while moving forward with other priorities.
- Demonstrated ability to manage time and tasks independently and complete projects in a timely manner.

#### **PREFERRED QUALIFICATIONS**

- Prior internship or professional experience processing manuscript collections.
- Experience using Excel, Google Drive applications, ArchivesSpace and/or other content management systems is highly desirable.
- Ability to identify basic preservation and conservation issues related to archival materials.
- Team player who is flexible and comfortable shifting gears to contribute to priority tasks, as necessary.
- Interest in contemporary art and artistic studio production processes; enthusiasm for working with artists' materials.

#### **ADA SPECIFICATIONS**

- Prolonged sitting at a computer station.
- Ability to climb step stools to retrieve and replace boxes weighing up to 35 pounds without assistance.
- Must be able to lift and carry up to 35 pounds while using appropriate lifting techniques and following all safety rules.

#### **COVID VACCINATION REQUIREMENT**

Candidate must be fully vaccinated and up to date against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.

Definition of Fully Vaccinated:

A person is considered fully vaccinated more than 2 weeks following the receipt of either:

- The second dose in a 2-dose COVID-19 vaccine series (Pfizer-BioNTech or Moderna); OR
- One dose of a single-dose COVID-19 vaccine (Johnson and Johnson/Janssen); OR
- A full series of a COVID-19 vaccine that has been listed for emergency use by the World Health Organization (WHO); OR
- The full series of an accepted COVID-19 vaccine (not placebo) in a clinical trial; OR
- Two doses of any "mix-and-match" combination of an FDA authorized/approved or WHO-listed COVID-19 vaccine administered at least 17 days apart.

Definition of Up to Date:

An individual is up to date with COVID-19 vaccines when they are:

- Fully vaccinated and have received the most recent booster dose recommended by the CDC; OR
- Fully vaccinated and have received all recommended booster doses recommended by the CDC; OR
- Fully vaccinated but not yet eligible for a booster dose.

*The above statements are intended to describe the general nature and level of work being performed by*

*the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

### **COMPENSATION AND BENEFITS**

Hiring salary range is \$22.50/hr - \$26.50/hr. Work will be conducted onsite in our offices, formerly Mike Kelley's home and studio. The work schedule is Monday through Friday, 9:00 AM to 5:00 PM with a one-hour paid lunch.

Competitive benefit package includes:

- (10) paid vacation days and (10) paid sick days
- 11 paid holidays and paid winter break (Dec 24 – Jan 1)
- \$800 monthly contribution toward health insurance
- 401(K) – with a 3% match and 3% safe harbor contribution

### **AT WILL EMPLOYMENT**

In California, the relationship of employer and employee is generally "at will." This means that, without an employment contract, the employer or the employee can terminate the employment relationship at any time, with or without cause.

### **APPLICATION PROCESS**

We are passionate about creating an inclusive workplace that promotes and values diversity. Everyone is welcome and our employees are comfortable bringing their authentic selves to work. We believe that diversity drives innovation and allows employees to do their best work.

Please send a thoughtful cover letter and resume to [jobs@mikekelleyfoundation.org](mailto:jobs@mikekelleyfoundation.org). Applications will be reviewed on a rolling basis and accepted until the position is filled.

*It is the policy of Mike Kelley Foundation for the Arts to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.*