

## **Position Opening: Province Archivist Holy Union Sisters, U.S. Province**

The United States Province of the Holy Union Sisters has an opening for a full-time Province Archivist for their repository in Fall River, MA. With roots in France in the 1820s, the Province holds historic collections that span its arrival in the United States in 1886 to the present day. The records are well organized, having been processed and inventoried according to the norms set by Abbé Charles Mollete and used throughout this international congregation.

### **PRIMARY RESPONSIBILITY**

Because the Province is preparing for closure within the next 20-25 years, the archivist's main task will be work with the former Sister-Archivist and Province Leadership to appraise and ready the holdings for transfer to a research institute outside the community; the current expectation is that this can be accomplished within a three-five year period.

### **OTHER RESPONSIBILITIES**

- Collaborate with the former Archivist and Province Leadership in researching appropriate institutes to receive the eventual donation
- Respond to research inquiries
- Maintain a profile within professional associations such as the Society of American Archivists (SAA) and Archivists for Congregations of Women Religious (ACWR)

### **QUALIFICATIONS**

- B.A. or B.S. degree; Master's with graduate-level coursework in Archives and Records Management preferred
- Experience working in an archive, preferably for a religious organization or community
- Experience with accessioning, processing, appraising and housing a variety of traditional formats, including documents, publications, artifacts and art work
- Knowledge of current digital preservation initiatives and best practices
- Experience in working with digital surrogates
- Understanding of database management, collection inventories, and the creation of finding aids
- Working experience with the Microsoft suite

### **PREFERRED KNOWLEDGE AND SKILLS**

- Knowledge of the role of Catholicism in the history of the United States
- Knowledge of or willingness to learn about the culture and experience of women religious
- Understanding and respect for records that are deemed sensitive or restricted
- Basic reading knowledge of French

### **SALARY**

- Negotiable, based on experience

### **TO APPLY**

- The application process and timeline are posted on [www.holyunionsisters.org](http://www.holyunionsisters.org)