

**THE WASHINGTON ISLAND ARCHIVES
ANNOUNCES AN OPENING
FOR THE PART TIME POSITION
ISLAND ARCHIVIST**

**FOR DETAILS, CONTACT THE WASHINGTON ISLAND
TOWN OFFICE
OR
THE WASHINGTON ISLAND ARCHIVES**

Posting date: Sept. 24, 2015
Application deadline: October 14, 2015

NOTICE OF POSITION OPENING AT ARCHIVES

Qualifications:

- * Passion for Island history and genealogy
- * Efficient and accurate word processing and data entry skills
- * Knowledge and skill with computers, scanners, office equipment and the Internet
- * Ability to organize and classify archival materials
- * Ability to articulate archives policies and procedures to the public
- * Ability to interact successfully with groups, individuals and the general public concerning the archives

Duties and Responsibilities

- * Staff the archives office (two afternoons per week)
- * Evaluate and index donated materials
- * Maintain the Master File and other archival databases
- * Copy and store computer files offsite
- * Select and supervise volunteers, assign tasks and establish work schedules
- * Respond to research queries (in person, by phone or email , or by letter
- * Order supplies
- * Give tours of the archives upon request; Maintain a visitor log
- * Respond to off-hours requests for archival help if appropriate
- * Provide material for "Adventures in the Archives" column
- * Submit to Town Treasurer monies received through sales and donations; forward invoices for materials purchased
- * Maintain sales records (books, DVDs, other misc. sales)
- * Organize and coordinate the Annual Appeal Letter mailing (supplies, materials, postage, volunteers)
- * Report periodically to the Archives Committee and the Town on activities and accomplishments
- * Maintain / manage office equipment
- * Other duties, as assigned by the Archives Committee

Please send cover letter along with your resume to:

Town of Washington
PO Box 220
Washington Island, WI. 54246
Attn: Archives

(Salary to be established based upon qualifications and experience).

Application Deadline: October 13, 2015

Posted: September 24, 2015

(Additional copies of Notice available at Town Office and the Archives)