

BLOOMFIELD HILLS, MI: PART-TIME POSITION

ARCHIVES ASSISTANT

Cranbrook Archives, Cranbrook Center for Collections & Research

The Cranbrook Center for Collections and Research seeks motivated candidates for a part-time Archives Assistant. Under the daily supervision of a Center Archivist, the Assistant processes backlog and newly accessioned collections (primarily, but not exclusively analog) of Cranbrook Archives, a department of the Center for Collections and Research.

Created in 1942, Cranbrook Archives is the primary research center for the documentation and study of Cranbrook Educational Community's remarkable history. As Cranbrook's official repository, the Archives is responsible for collecting, preserving, and making available community and divisional records of permanent value. In addition, the Archives collects the papers of members of the Booth, Scripps, and Saarinen families; the records of Christ Church Cranbrook and ancillary organizations affiliated with Cranbrook; as well as the personal papers of key faculty, staff, alumni, and other individuals who have been associated with the community since its founding in 1904.

The Center for Collections and Research centralizes Cranbrook's 116-year story and offers intellectual engagement with its collections and legacy, including Cranbrook's three historic house-museums, its campus-wide collection of Cultural Properties, and the Cranbrook Archives. Cranbrook Educational Community includes its Schools, the Academy of Art, an Art Museum, the Institute of Science, and Cranbrook House & Gardens. Located in Bloomfield Hills, Michigan, Cranbrook's 319-acre campus is a National Historic Landmark that welcomes tens of thousands of public visitors each year to the Institute of Science, Art Museum, and three historic houses. Cranbrook also is home to more than 1,600 students in grades pre-K through 12 attending Cranbrook Schools and almost 150 graduate Art Academy students.

Responsibilities include: Physically arranges a variety of collection material: documents, publications, photographs, drawings, audiovisual, and digital materials. Preserves collection materials through proper rehousing. Describes collection materials using ArchivesSpace, resulting in public finding aids. Other duties as assigned.

Requirements: Minimum requirements include an undergraduate degree and current enrollment as a graduate student in a Master's degree program in Archives and Records Management or Library or Information Science with a specialization in Archival Administration or related degree program, including Public History or Historic Preservation. Candidates must have demonstrated knowledge of archival practices and methodology and excellent communication skills. Proven volunteer or internship experience in an archival setting is preferred. Candidates must be able to lift and carry up to fifty pounds. Requires a valid Michigan driver's license with satisfactory driving record.

Salary: \$12.81/hour

Hours: 24 hours/week

Eligible for paid time off that begins accruing immediately upon hire, and contributions to a retirement account after twelve months and 1000 hours of employment at Cranbrook.

Application Process

For consideration, please submit a cover letter, résumé, short writing sample, and completed [Cranbrook Employee Application](#) to: Cranbrook, Human Resources, P. O. Box 801, Bloomfield Hills, Michigan 48303-0801, or email humanresources@cranbrook.edu. Applications accepted until suitable

candidate found. Cranbrook is an equal opportunity employer and strives to provide a work environment that welcomes diversity.