



POSITION DESCRIPTION

ARCHIVIST & DIGITAL COLLECTIONS MANAGER

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida (www.vizcaya.org). The Archivist & Digital Collections Manager is responsible for the physical and intellectual management of Vizcaya's archival collections, which include 2,300 historic architectural drawings and blueprints; 3,000 historic photographs; and 30,000 pieces of historic correspondence. The position is on the Engagement & Cultural Resources Team in the Art & Artifact Stewardship Department, reports to the Senior Director of Art & Artifact Stewardship and from time-to-time may supervise interns.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

Essential Functions

- Process archival collections, including institutional archives and museum records, to professional standards.
- Develop and maintain archival finding aids.
- Preserve and monitor archival collections through environmental controls and appropriate housing. Manage the relocation of archival collections storage onsite and offsite as needed including plans to transition archival collections to the Vizcaya Village during Phase II of the Village restoration.
- In collaboration with the department director, develop a work plan and support funding initiatives to digitize archival collections.
- Collaborate with colleagues on the development of tools and systems for virtual collections access.
- Provide research service to museum staff and outside stakeholders; maintain policies and procedures for use and access.
- Maintain and improve archives directory in Proficio database including the user interface; expand the archives online database.
- In collaboration with the Director of Technology & Digital Initiatives, serve as primary person responsible for back up of the Department of Art & Artifacts Stewardship drives and digital collections.
- Collaborate on the development of analogue and digital interpretive materials, exhibits onsite and online, and occasionally in-person or virtual public programming.

- Develop policies and procedures to implement and manage an oral history program.
- Develop and maintain Vizcaya's Record Management policies and schedule; manage Vizcaya's core "knowledge and research" assets and develop tools and procedures for access.
- Supervise academic interns to support processing collections, research or digitization projects.

General Responsibilities

- Achieve meaningful and timely actions that advance Vizcaya's mission, vision and strategic plan.
- Help to sustain and grow Vizcaya's revenues and participate in pursuing funding opportunities.
- Proactively promote communication, collaboration and customer service.
- Engage in internal committees as appropriate and complete assigned tasks in a timely manner.
- Create and manage your budget; understand and comply with Vizcaya's policies and procedures.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

Position Requirements

- At least 3 years of work experience appraising, arranging and describing manuscripts and archival material in a museum, library or archive environment.
- Master's degree in Library and Information Science, or a related field.
- Deep and current knowledge of research, archival resource management and care and library information science theories and practices.
- Demonstrated communications, project management and financial management skills.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration, customer service, strategy and innovation.
- English fluency
- Proficiency with Microsoft Office.

Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation

- Additional relevant work experience, training and education.
- Proficiency with collections management systems.
- Spanish, Haitian Creole and other language skills.

Compensation

Vizcaya Museum and Gardens offers competitive compensation with generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. Salary will be based on the selected candidate's experience and skills. The anticipated compensation is approximately \$58,000 for someone meeting the requirements of the position to approximately \$65,000 for someone exceeding them.

Work Environment/Physical Demands

The majority of work is done in an office setting, with some portion involving interaction with the public, community members, partners, vendors, contractors and other constituents on and off site. The position regularly involves walking, including climbing stairs, in the museum galleries and the

gardens, and includes trips to offsite storage facilities, which may include climbing ladders and some lifting. Vizcaya is a non-smoking environment.

Position Type/Expected Hours of Work/Schedule

This is a full-time (40 hours per week), exempt position. Periodic evening and weekend work is required.

To Apply

Please submit a resume and a cover letter expressing your interest in this position to: HRVizcaya@vizcaya.org. Please reference the position title in the subject line of your email.

Equal Opportunity Employer

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

Updated March 7, 2022