

Project Archivist Job Position Description

Sisters of St. Francis of Mary Immaculate / Joliet Franciscans

Job Title: Project Archivist

Hours: Part Time - Negotiable

Duration: Four to Five Years (open to negotiation as project evolves)

Position available immediately

Position Overview

The Joliet Franciscans are seeking a project archivist to prepare the archives for eventual transfer to a collaborative repository. The role of the archivist is to survey the collection, determine what work must be done to meet the repository's intake standards, update the collection to meet these standards, and ultimately prepare the collection for a successful transfer of the materials to the repository. The archivist also prepares exhibits for both temporary and permanent display before the collection is moved.

The Collection

The Sisters of St. Francis of Mary Immaculate (aka Joliet Franciscans) were founded in Joliet, Illinois, in 1865. We were primarily a teaching order at all levels, but have also worked in healthcare, eldercare, prison and pastoral ministries, religious education, various social services and the fine arts. Our archives have always been precious to us as a reflection of our spirit, our mission, our works and our legacy. Since we sold our motherhouse in 2004, we have twice moved our archives, each time letting go of some of the collection. We are now facing the reality that part of our stewardship of the gifts we hold dear is to prepare our collection for inclusion in a multi-congregation repository since we know that our mission and our membership will come to fulfillment within the next 30 years or so. We also hold archival materials from some of our sponsored ministries and institutions, particularly those that no longer exist. With over 1,000 sisters who have gone before us, we are currently fewer than 70 sisters in the United States and fewer than 15 in Brazil.

In 2024 a professional archival assessment was performed. The report and action plan with objectives and key recommendations are available to assist the project archivist.

Essential Duties

Archival Processing

- Arrange, describe and rehouse the collections of leadership records, with special attention to those from 2000 onwards.

- Arrange, describe and rehouse the collections of traditional and non-traditional ministries of the congregation as well as individual sisters' manuscript collections.
- Create all box lists, descriptions and finding aids into an acceptable archives database system.
- Prepare archival collections for transfer to the site of the Franciscan Central Archives.
- Add a process and digitize the A/V collection.
- Digitize and catalog art collection.
- Determine management of collections from congregation-sponsored ministries and institutions (orphanage, retirement/nursing home, early childhood center, Brazil mission, etc.)
- Process all items of archival importance, including but not limited to deceased sisters' personal effects, photographs, CDs, DVDs, congregation documents and records, various artifacts.

Reference

- Provide references and materials when requested and approved by the administration of the congregation.
- Provide photographs and biographical information for jubilees (anniversaries) and funerals.
- Update location register as collections are consolidated and moved around.

Outreach

- Prepare presentations on the congregation for gatherings and meetings when requested and for the website.
- Plan and prepare displays for public audiences.

Administrative Responsibilities

- Prepare an annual budget.
- Prepare an annual plan.
- Recommend archival equipment, including hardware and software.
- Be willing to engage in professional activities to keep abreast of trends in the field.
- Oversee volunteers working in the archives.
- Attend meetings and gatherings of the congregation as needed.
- Serve as the primary contact with the Franciscan Central Archive.

Knowledge, Skills and Abilities

- Comprehensive knowledge of archival standards.
- Able to work with colleagues and sisters to become familiar with the collection.
- Comfortable with rehousing a variety of formats
- Able to order archival supplies as needed and budgeted.
- Able to manage interns and project workers as needed.
- Able to digitize analogue schema and maintain correlation to collection order.

- Able to update schema as necessary to bring it up to repository standards.
- Able to assist the Franciscan Central Archive by
 - Understanding the needs of the repository
 - Collaborating with the repository to ensure preparedness for a successful transfer
 - Collaborating with the FCA Archives committee on significant projects for the Joliet collection such as updating archival policies, establishing record groups and descriptions, etc.
- Ability to network with archivists of other institutions.
- Ability to establish priorities and multitask.
- Ability to receive and follow instructions.
- Other duties as assigned.

Working Conditions

- Our archive, along with a display room, is located at our congregation's administrative offices in a professional, one story office complex.
- This is a time-limited contracted position without benefits but with competitive wages.
- Travel may be necessary, both locally and beyond. Expenses will be paid by the congregation.

Accountability

- The archivist reports to the President with additional reporting to the General Secretary.

Requirements

- Commitment to support the Mission and Vision of the Sisters of St. Francis of Mary Immaculate.
- This is an in-office position unless otherwise approved by the President.
- Strong familiarity with Microsoft Excel and other professional software.
- MLIS or related MA degree, with a strong focus on archives and/or special collections.
- At least two years of experience in archival work.
- Strong communication, organizational, problem-solving and planning skills.
- Ability to maintain confidentiality.
- Ability to prepare reports upon request.
- Maintain membership in professional archivists association.
- Knowledge of DACS.
- Ability to lift and move 5-10 lbs. frequently and 25-35 lbs. occasionally.

Contact: Jeanne Bessette, OSF, Ed.D., *President*, by email only: jbessette@jolietfranciscans.org .

Please attach cover letter and resumé.