



ARCHIVIST POSITION OPEN

The Eastern Shore of Virginia Heritage Center is seeking an experienced, detail-oriented, dynamic, and tech-savvy leader, with proven processing skills, for the position of Archivist. Reporting directly to the System Director, the Archivist is responsible for managing all arrangement and description procedures and policies as well as donor relations. The Archivist will work collaboratively with other Heritage Center staff in planning and implementing programming, exhibits, and outreach initiatives.

Serving Accomack and Northampton Counties on the Eastern Shore of Virginia, The Heritage Center is comprised of the Eastern Shore Room for local history research, a modern archives facility with dedicated processing space, Memory Lab, gallery space, and a lecture hall.

The Heritage Center, opened in August 2023, is located within the Eastern Shore Regional Library in Parksley, and is part of the Eastern Shore Public Library System.



We are seeking candidates with strong processing and planning skills, demonstrated ability to communicate effectively with donors and patrons, as well as experience with and working knowledge of collection management systems. The ability to conduct outreach and work some nights and weekends required.

Qualifications

Master's Degree in Archives Management, Library Science, Museum Studies, Public History, or U.S History; at least three years of professional archives experience; knowledge of U.S. and Virginia history, especially that of Accomack and Northampton Counties, preferred. A complete job description is available at: <https://espl.org/about-us/job-opportunities/>.

Candidates should apply by submitting a resume, cover letter, and three references to: espl@espl.org. Please direct all inquiries to the same address.

Application Deadline: September 30, 2024, or open until filled.

Compensation: \$42,500 - \$47,500, plus benefits.

The Community

Situated between the Atlantic Ocean on the east and Chesapeake Bay on the west, the Eastern Shore of Virginia has the longest expanse of nature preserve remaining on the eastern seaboard. The Shore has a rich, 400-year-old recorded history and is home to many vibrant, supportive communities.