

Head of Museum Archives and Digital Content Specialist The Oriental Institute, University of Chicago

The Oriental Institute seeks a dynamic archivist with training, expertise, and experience in the acquisition, accession, and long-term stewardship of archival materials, with a particular emphasis on the growing needs of the Oriental Institute's digital asset repository. The Head of Museum Archives and Digital Content Specialist works closely with museum and institutional staff to determine standards, policies, procedures and tools for processing, discovery, and access to the Oriental Institute archives and the content held in the digital repository.

This position reports to the Chief Curator and Deputy Director for Collections and Exhibitions and plays a key role in the ongoing management of all archival materials by demonstrating strategic vision and operations leadership.

For further details and to apply for this position, please go to the University of Chicago's website: <http://jobs.uchicago.edu/>.

Job Posting Number: 100900

Online you will be asked to complete an application, and to upload both a cover letter and resume.

Review of applications will begin on September 1st, 2016. Email inquiries can be directed to the oi-administration@uchicago.edu.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or status as an individual with disability.

The University of Chicago is an Affirmative Action / Equal Opportunity / Disabled / Veterans Employer.

Job seekers in need of a reasonable accommodation to complete the application process should call 773-702-5671 or email ACOppAdministrator@uchicago.edu with their request.