


ARCHIVIST OR RELATED JOB DESCRIPTION ANALYSIS

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INFO 5000.003



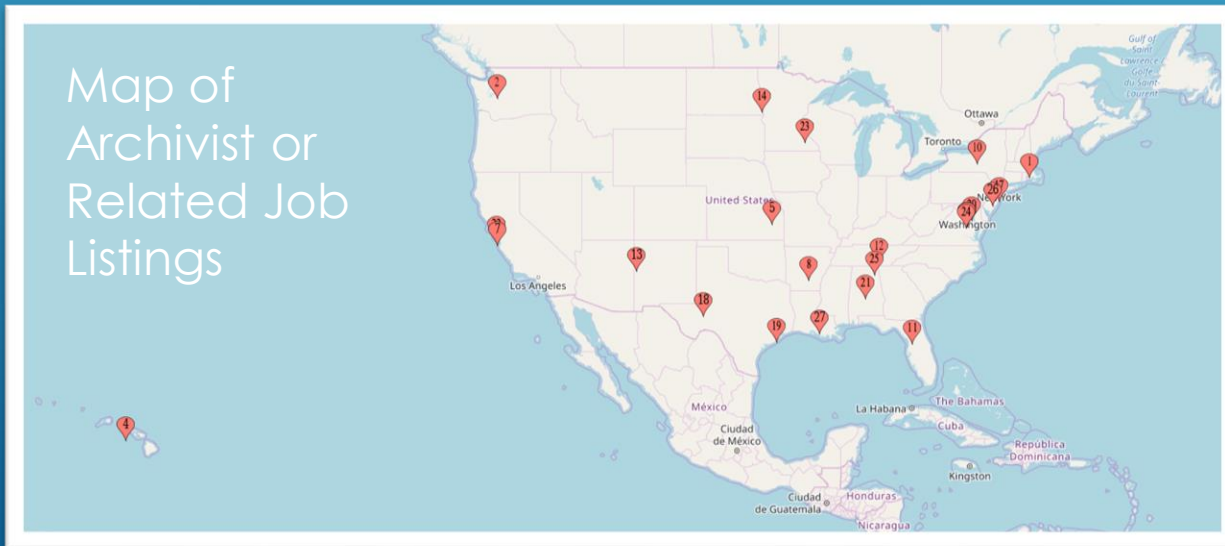
Overview

- There are hundreds of job listings for archivist or related jobs.
 - They are spread out all across the US.
 - Many are for academic or university positions.
 - Most require at least a Master's degree from an ALA accredited program.
 - The compensation for these positions varies widely, but most are more than \$30k annually.
 - The two most common keywords from these listings are collections and archival.
 - The most frequently listed job responsibility is digitizing.
 - Many of these job posts list experience as a key requirement.
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Top 10 Keywords from Archivist or Related Job Listings

Word	Length	Count	Weighted Percentage (%)	Similar Words
collections	11	167	2.56	archive, archives, assembling, backlog, category, collect, collected, collection, collections, composed, content, exhibition, field, findings, information, judaica, library, mailing, metadata, number, raise, range, selection
archival	8	92	2.41	archival, archive, archives, archives', archiving
records	7	101	2.27	accession, audio, biography, books, chronology, document, entry, history, inventory, journal, maintain, microfilm, minutes, reading, record, recordings, records, review, video, write
activities	10	251	1.98	action, actions, activities, agency, assembling, assist, assistance, association, building, cards, center, collection, conduct, conservation, control, course, creation, damage, design, designing, development, drafting
digital	7	43	1.74	digital, digitalized, digitization, digitized, digitizing
processing	10	110	1.59	acquisition, action, actions, advanced, advancement, advancing, appraisal, assessment, association, awareness, control, developing, development, judgment, operating, operation
management	10	89	1.50	achievement, administer, arrange, build, conduct, conducting, coordinate, directed, directly, director, directs, guidance, handle, handling, manage, management
materials	9	60	1.49	cardboard, complex, material, materials, organic, paper, physical, preparation, print, tissue
organization	12	159	1.46	agency, american, archivist, arrange, artist, assistant, associate, association, better, bureau, client, college, committee, community
events	6	209	1.37	achievement, acquiring, acquisition, action, affairs, agency, alteration, assessment, assist, assistance, associate, association, background, compliance, conduct, consultation, contact, control, course, creation

Range and Scope of Job Listings



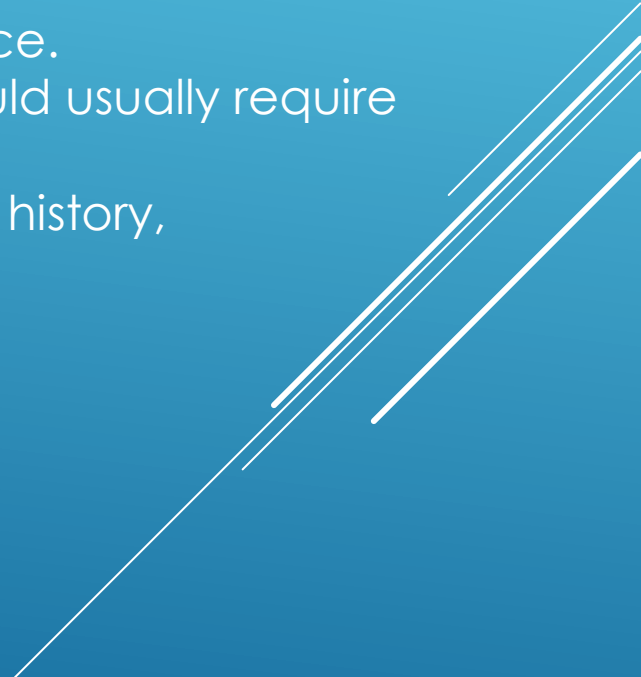
Compensation

- The salaries for archivist jobs varied widely.
 - There were many listings that did not provide any salary information, but those that did were almost always above \$30k.
 - From the positions that were looked at, the salaries ranged from \$32,000 to \$128,000.
 - The overall salary average was around \$62,000.
 - The positions that most often had salary information were government positions.
 - From the selected positions, the one with the highest possible salary was the Librarian (Manuscript-Historian) at the Library, which had a salary range from \$99,000 to \$128,000.
 - For a detailed table of salary info, see Slide 5.
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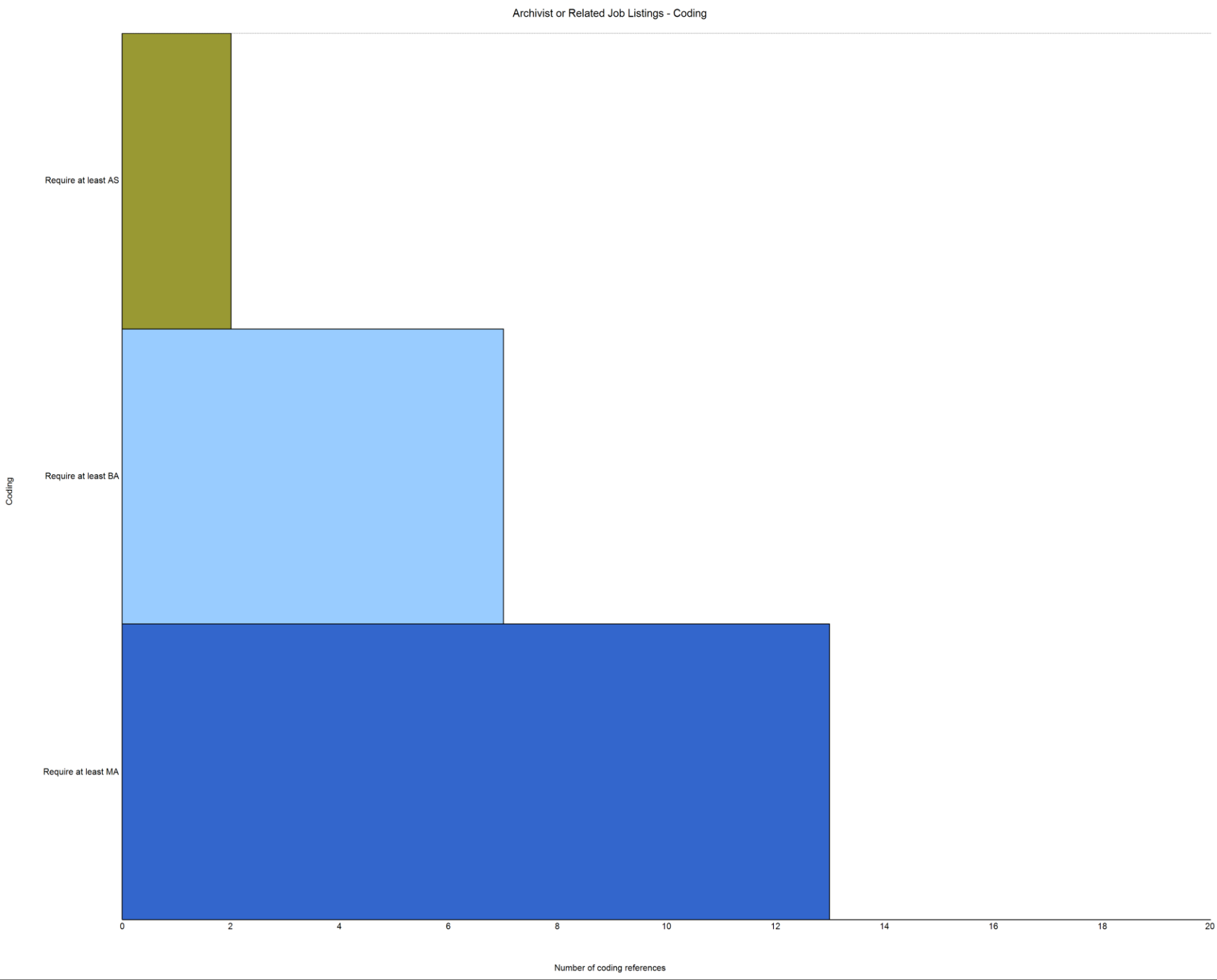
Selected Salary Data for Archivist or Related Jobs

Job	Min Salary	Max Salary	Average
Archivist –A (Gov't)	\$32,427	\$56,413	\$44,000
Archivist (Gov't)	\$47,016	\$61,122	\$54,000
Archivist (Gov't)	\$52,929	\$60,868	\$57,000
Digital Archivist (Gov't)	\$57,387	\$91,811	\$75,000
Librarian I (Collections Archivist)	\$33,000	NA	\$33,000
Processing Archivist	\$42,000	\$73,500	\$58,000
Librarian (Manuscript-Historian)	\$99,172	\$128,920	\$114,000
Total Average	\$51,990	\$78,772	\$62,143


Education

- Education requirements for archivist positions varied somewhat, but most positions required some level of high education.
 - From the 27 positions selected, only 23 listed some sort of education requirement.
 - Of those 23: 13 required at least a Master's, 7 required at least a Bachelor's, and 3 required only an Associates or similar.
 - The most common Master's degree required was a Master's in library science.
 - For positions that required something less than a Master's degree, they would usually require more experience or would have other more specific qualifications.
 - The most commonly required fields of study outside of library science were history, government, or political science.
 - For a graph of education requirements, see Slide 7.
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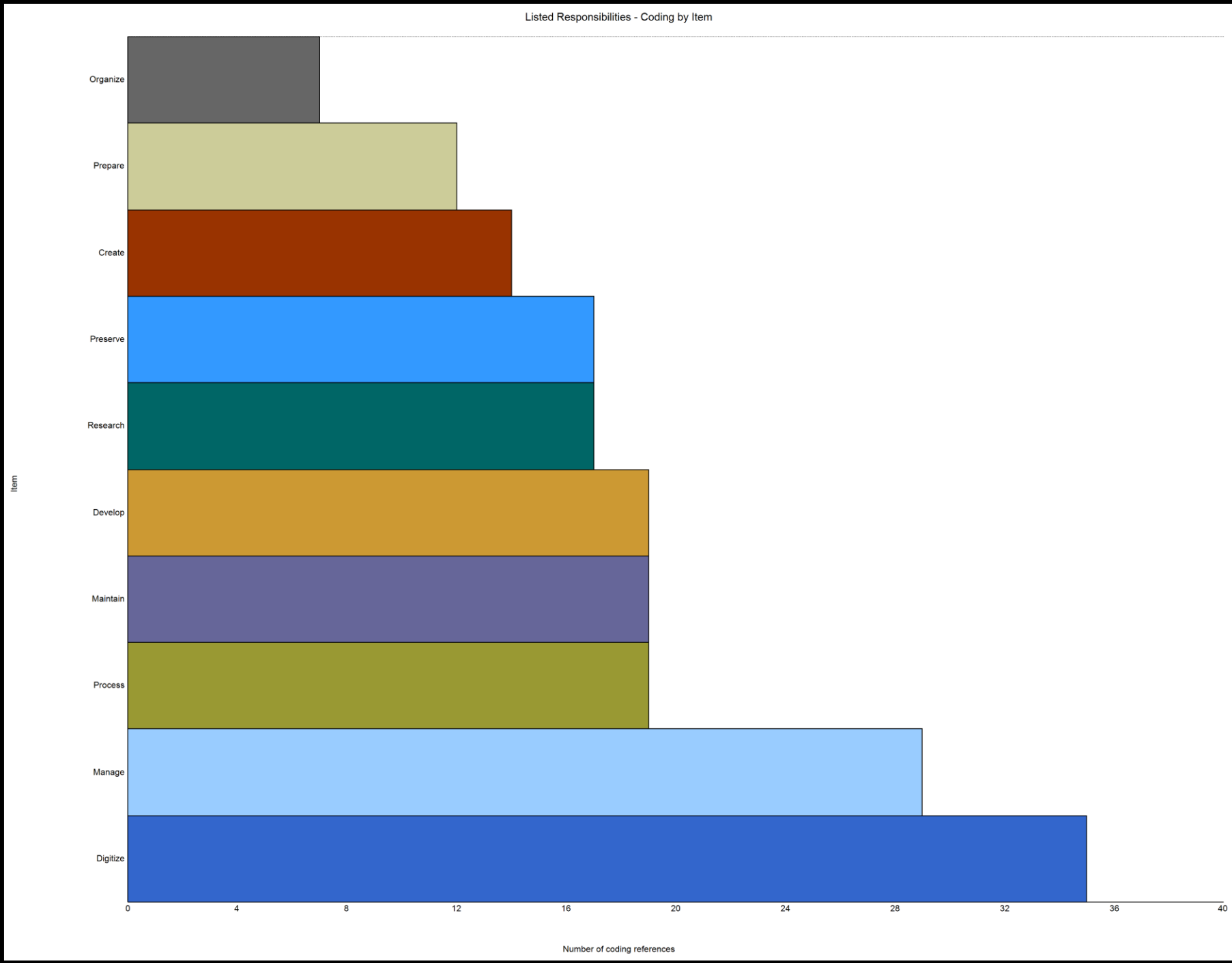
Education Requirements for Archivist or Related Job Listings



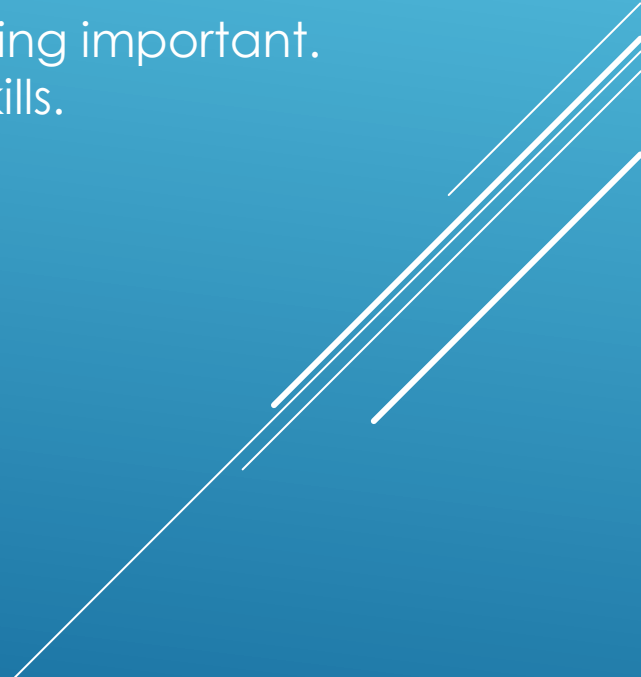
Responsibilities

- The listed responsibilities varied widely from positions to positions, but there were some common overlaps.
 - Most common responsibility was the digitization of archives, records, and collections materials.
 - Many positions required interaction with computerized databases and records.
 - Some more common responsibilities were building, processing, cataloging, maintaining, and preserving archives and collections.
 - Less commonly mentioned responsibilities were writing grants, working on organization's webpage, mentoring and supervising students or interns, and promoting collections or archives.
 - For a graph of some of the most common responsibilities, see Slide 10.
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Frequency of Listed Responsibilities across Archivist or Related Job Listings



Skills

- The required skills varied widely across each job posting.
 - A common requirement was experience in archiving and cataloging, with more than a few requiring specific knowledge of the EAD (Encoded Archival Description), DACS (Describing Archives: A Content Standard), or other metadata standards.
 - Many listed the ability to work independently and collaboratively as important skills.
 - Some listed knowledge of emerging library and archives technology as being important.
 - More generically, many required strong written and oral communication skills.
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Experience

- Experience was the most commonly mentioned requirement in every job listing.
- The range of experience required for each job varied somewhat, but all required some amount.
- None of these positions could be attained without some level of knowledge and experience in archival or cataloging work.
- Most required at least 1-5 years of volunteer, unpaid, or paid experience in the field.
- Some listings required less experience if the applicant had a Master's degree in a relevant field.
- Positions in specific industries typically required experience in said industry.



References 2

- Records Archivist - Medford, MA 02155 -
<https://www.indeed.com/viewjob?jk=877421bdaf7e229c&tk=1dl7klic1figh802&from=serp&vjs=3>
- Sr. QA Associate - Specialist, Digital Archivist - Bothell, WA -
<https://www.indeed.com/viewjob?jk=4086938cecaeff5e&tk=1dl7kjr bhfigh802&from=serp&vjs=3>
- Library Assistant ~ Archivist - Washington, DC 20008 -
<https://www.indeed.com/viewjob?jk=e7f446817037e15f&tk=1dl7klic1figh802&from=serp&vjs=3>
- Librarian II or Librarian III (Congressional Papers Archivist) - Honolulu, HI -
<https://www.indeed.com/viewjob?jk=12b7450e2ea0a4b7&tk=1dl7kjr bhfigh802&from=serp&vjs=3>
- Librarian I (Collections Archivist) - Shawnee County, KS -
<https://www.indeed.com/viewjob?jk=43569ceda0643bec&tk=1dl7kl4effigh802&from=serp&vjs=3>
- Librarian (Manuscript-Historian) - Washington, DC -
<https://www.indeed.com/viewjob?jk=14d679b91a9e7c3d&tk=1dl7rc9u hp6gi803&from=serp&vjs=3>
- Document~Records Archivist - Menlo Park, CA 94025 - Indeed.com
- Digital Librarian~Archivist - Little Rock, AR 72202 - <https://www.indeed.com/viewjob?cmp=Philander-Smith-College&from=iaBackPress&jk=1a1a65d66b24b610&q=Archivist&t=Digital%20Librarian%20Archivist&vjs=3>
- DIGITAL ARCHIVIST - Arlington, VA 22201 -
<https://www.indeed.com/viewjob?jk=a8ae5230887b04ed&tk=1dl7kknjkfigh802&from=serp&vjs=3>
- College Archivist Librarian (Senior Assistant Librarian) - Oswego, NY -
<https://www.indeed.com/viewjob?jk=6d7df5910fc093d6&tk=1dl7kjr bhfigh802&from=serp&vjs=3>
- Associate Processing Archivist - University of Florida, FL -
<https://www.indeed.com/viewjob?jk=ded07a829e30c344&tk=1dl7kknjkfigh802&from=serp&vjs=3>
- Assistant Archivist - Cookeville, TN -
<https://www.indeed.com/viewjob?jk=3448414a429be6bf&tk=1dl7kl4effigh802&from=serp&vjs=3>
- Archivist-A - Santa Fe, NM -
<https://www.indeed.com/viewjob?jk=5e48328c7fdc2b05&tk=1dl7kjr bhfigh802&from=serp&vjs=3>

References 1

- Archivist and Digital Collections Librarian - Moorhead, MN 56560 -
<https://www.indeed.com/viewjob?jk=377e4452e168cbd8&tk=1dl7kl4effigh802&from=serp&vjs=3>
- Archivist - Washington, DC - <https://www.indeed.com/viewjob?jk=b5f7e120ef21f66f&tk=1dl7kjr bhfigh802&from=serp&vjs=3>
- Archivist - Washington, DC - <https://www.usajobs.gov/GetJob/ViewDetails/544265200>
- ARCHIVIST - New York, NY 10007 -
<https://www.indeed.com/viewjob?jk=281940bf63f3e950&tk=1dl7kknjkfigh802&from=serp&vjs=3>
- Archivist - Library - Odessa, TX 79762 -
<https://www.indeed.com/viewjob?jk=9900156b52a96e4f&tk=1dl7kl4effigh802&from=serp&vjs=3>
- Archivist - Houston, TX - <https://www.indeed.com/viewjob?jk=31e2658659aa846f&tk=1dl7kjr bhfigh802&from=serp&vjs=3>
- Archivist - Baltimore, MD 21201 - <https://www.indeed.com/viewjob?jk=9ad406f0fa3753f6&tk=1dl7km0s4figh802&from=serp&vjs=3>
- AKEEP Creative Media Specialist & Archivist - Alabama -
<https://www.indeed.com/viewjob?jk=ca84ddede2436c5e&tk=1dl7kknjkfigh802&from=serp&vjs=3>
- Administrator~Archivist - Berkeley, CA - <https://www.indeed.com/viewjob?cmp=The-Jay-DeFeo-Foundation&t=Administrator+Archivist&jk=432128826205a73a&sjdu=QwrRXKrqZ3CNX5W-O9jEvcD9A2--9riq-7sA7JLcQXN3d MDeXaHVFT1VT-vYDxztAmQ0UC2u9bXbsVSeW0mJaYzusZSMJ8l403kiwdmJ9s&tk=1dl7sqmb9p6gi802&adid=311673906&pub=4a1b367933fd867b19b072952f68dceb&vjs=3>
- Academic Archivist I - River Falls, WI 54022 -
<https://www.indeed.com/viewjob?jk=a95bea264299fdc0&tk=1dl7sv0dpp6gi803&from=serp&vjs=3>
- 2019-65 Librarian-Archivist - Fort Belvoir, VA 22060 -
<https://www.indeed.com/viewjob?jk=0268bee904d7dea4&q=Archivist&tk=1dl7kknjkfigh802&from=web&vjs=3>
- Processing Archivist - Sewanee, TN 37383 -
<https://www.indeed.com/viewjob?jk=4e8629eb736fc024&tk=1dl7klic1figh802&from=serp&vjs=3>
- Public Policy Papers Archivist - Princeton, NJ -
<https://www.indeed.com/viewjob?jk=524cead09b8f592a&tk=1dl7kjr bhfigh802&from=serp&vjs=3>
- Records and Microfilm Archivist - Baton Rouge, LA -
<https://www.indeed.com/viewjob?jk=45ba743a78ca970f&q=Archivist&tk=1dl7kl4effigh802&from=web&vjs=3>