

## **Augusta County Historical Society Archival Assistant**

**Position Description:** The archival assistant will be responsible for aiding in processing, cataloguing, and organizing the archives (paper, photographs, and research files), collections (objects), and library (books) of the Augusta County Historical Society. Emphasis will be placed on learning and using the Society's museum collection software, PastPerfect, to its fullest potential with the purpose of organizing and cataloguing the Society's collections and making them accessible to researchers visiting the Smith Center as well as those accessing the Society holdings virtually.

Expanding the Society's holdings to virtual researchers is of paramount importance. Applicant should be at ease with technology and creative in seeking ways to expand the Society's virtual presence.

**Qualifications:** Applicant should have at least an undergraduate degree in history, library science, or technology preferably with experience in technology and archival/collections management.

**Application:** Interested applicants should send name and contact information along with 1. Letter of interest; 2. Resume or CV; and 3. Names and contact information for two references to **Nancy Sorrells, ACHS President, [lotswife1959@gmail.com](mailto:lotswife1959@gmail.com)**.

**Application deadline:** March 20, 2021 (midnight).

*Position will be up to 15 hours per week at an hourly rate of between \$12 and \$15 per hour. Anticipated start date is mid-April.*

### **Augusta County Historical Society**

The mission of the Augusta County Historical Society (a 501(c) organization) is to study, collect, preserve, publish, educate about, and promote the history of Augusta County and its communities. The society also strives to make the citizens of Augusta County aware of their heritage.

The Augusta County Historical Society has been actively collecting paper documents, photographs, books, and a limited number of objects pertaining to the history of Augusta County, Staunton, and Waynesboro since the society's inception in 1964. The scope of the collection spans the time period from the first European settlement in Augusta County until the present; with the bulk of the collection being from the 19th and early 20th centuries. Included in the collection are numerous letters, financial ledgers, diaries, and other paper ephemera from private individuals, businesses, and the many past and present area institutions. The archives and library are housed in four rooms on the third floor of the R.R. Smith Center for History and Art.