

**Digital Archivist (Full-time, hourly, non-exempt)**

**Temporary grant-funded position through September 1, 2026**

**Salary: \$43,700 (\$21/hour)**

The Digital Archivist will work full-time on site and be tasked with the daily digitization of the New Bedford Whaling Museum's Whaling Logbook and Journal Collection, the largest collection of its kind in the world. The Digital Archivist will prep catalog record data for logbook and journal digitization, handle individual logbooks/journals, including packing/unpacking and re/shelving, create digital surrogates, and upload them to internal and external platforms. They will identify handling and rehousing needs of particularly fragile materials, add handling specifications to existing catalogue records, and, when applicable, construct new housing for objects with condition issues. This position reports to the Associate Curator of Exhibitions & Collections, joining four collections management professionals within a team of 12 people across curatorial, collections, & museum learning at the museum. The museum is a fast-paced, stimulating, and respectful non-profit environment.

**CORE RESPONSIBILITIES:**

- Maintain project work schedule (calendar of target due dates for project)
- Communicate internally and externally with stakeholders about key dates and deadlines
- Maintain master spreadsheet of logbooks and journals and track digitized items and locations
- Fully digitize 8-10 logbooks per week on site
- Handle, unpack/pack, and shelf logbooks and journals as needed throughout project duration
- Assess handling and rehousing needs and address them, when applicable
- Review existing catalog records for each logbook and update records when necessary
- Review existing object files for each logbook and update records when necessary
- Create new catalog records for uncatalogued logbooks and journals
- Create digital surrogates of collection objects safely and following all best practices
- Upload digital surrogates to internal and external platforms
- Follow archival standards for digital assets in the creation of digital surrogates
- Collaborate to facilitate monthly transfer of logbooks to off-site digitization partner
- Attend weekly department meetings and weekly collections team meetings
- Other duties that may be requested and required

**SKILLS, KNOWLEDGE, AND ABILITIES:**

- Must be organized, punctual, dependable, and professional;
- Pays close attention to details and schedules;
- Has strong organizational and time-management skills;
- Responds to situations with flexibility and adaptability.
- Proficiency with MARC records, authority tables, and assigning meta-data to digital assets;
- Ability to establish and execute project workflows;
- Ability to assess collection items and identify condition problems and concerns;
- Embraces and promotes diversity, equity, and inclusion initiatives;
- Familiarity with spreadsheets and other computer-based software;
- Able to work independently and as a team;
- Knowledge of archival and/or collections best practices;
- Awareness of meta-data justice work in cataloguing and archival practices;

- Awareness of Digital Asset Management protocols and standards for the creation and storage of digital surrogates;
- Trained in Preservation Guidelines for Digitizing Library Materials from the Library of Congress;
- Familiar with best practices in digitization of collections as outlined by the American Alliance of Museums (our accrediting body);
- Familiar with the policies of the Federal Agencies Digitization Guidelines Initiative, as practiced by the Smithsonian Institution Archives;
- Able to adhere to style guides and minimum standards, as outlined by internal guiding documents;
- Ability to handle objects up to 25 pounds, see the normal range of color vision, and/or stand and/or walk an average of four (4) hours per day and climb a typical step ladder.

**EDUCATION AND EXPERIENCE:**

- BA in art history, public history, museum studies, or a related field required
- Previous work experience in a museum or library and object handling experience required
- MLS or MA in American Studies, Fine Art, history, or closely related field *preferred*
- Previous professional employment in an archive, library, or museum with digitization work, imaging, or photography *preferred*

**The New Bedford Whaling Museum**

The New Bedford Whaling Museum ignites learning through explorations of art, history, science and culture rooted in the stories of people, the region and an international seaport. Founded in 1903, the Museum seeks to advance understanding related to the influence of the whaling industry and the port of New Bedford on the history, economy, ecology, arts, and cultures of the region, the nation and the world. We tell the stories of the many diverse communities that shared in the creation of this history, through excellence in our collections, scholarship, and all forms of public engagement. The Museum is recognized as a compelling destination that inspires all visitors to reflect on the complex issues that shaped the past, remain critical today, and inform a sustainable future. Today, the Whaling Museum is a leader in the cultural landscape of the SouthCoast serving more than 100,000 visitors and offering engaging exhibitions, dynamic public programs and vibrant educational activities for learners of all ages.

**TO APPLY**

Send an application form, cover letter, and resume to Rachel Pires, email: [RPires@whalingmuseum.org](mailto:RPires@whalingmuseum.org). Applications will be reviewed on a rolling basis; application closing date is October 1, 2025. No phone calls, please.

The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.