

St. Lawrence County Historical Association  
Canton, New York  
Archives/Collection Manager

The St. Lawrence County Historical Association and Silas Wright House Museum, archives and reading room are home to numerous unique historic documents, photographs, maps, books, and other resources available for research use by genealogists, students, and the general public.

Core Responsibilities, but not limited to:

Daily management of the SLCHA archives and reading room  
Greeting and assisting in-person researchers  
Helping to develop and implement policies for archival collections at SLCHA  
Supervising archives volunteers and interns  
Fulfilling research requests that come in via phone, email, and website

Education & Experience Requirements:

B.A. required, preferably in History, English, or other humanities field  
Three years of archives experience, at least two years as manager  
Supervisory experience

Required Skills/Qualities:

A friendly and professional demeanor  
Demonstrated ability to communicate verbally and in writing with fellow staff members, trustees, and visitors/researchers  
Experience and comfort with computers, Windows PC operating system  
Demonstrated experience with digital photography and processing, and scanning equipment  
Demonstrated ability and experience using PastPerfect Museum Software PastPerfect Online  
Demonstrated experience with archival and collections policies including accessioning and acquisitions  
Ability to work both independently and with a team  
An eye for detail

Prospective Hours and Schedule:

Full Time  
Tuesday through Saturday  
Salary: \$30,000, plus a \$3,000 health insurance stipend

To Apply: Email cover letter, resume and three references to: [archsearch@slcha.org](mailto:archsearch@slcha.org)

Applications accepted until 5 p.m., Friday, September 24, 2021