

## The Valentine Employee Job Description

**Position Title:** Project Archivist<sup>1</sup>

**FLSA Status:** Exempt<sup>2</sup>

**Salary Range:** \$53,000.00 - \$58,000.00

**Grant Funded Position:** 100%

**Position Funding:** This position is part of a \$1.2 million grant from the Mellon Foundation. Overall project outcomes include reimagining the studio of Edward Valentine, sculptor of Lost Cause iconography; planning for reinterpretation of the Wickham House, a former site of enslavement; and providing deeper understanding of the Jim Crow era through powerful public experiences and expanded online resources. New research will encourage a broader and more honest interpretation of the history of both the Richmond region and the Valentine Museum.

### **General Responsibilities:**

The Project Archivist is a two-year grant-funded position to process the papers of Edward V. Valentine (1838-1930) and begin processing the papers of his father Mann S. Valentine I (1786-1865). This work will support the reinterpretation two historic spaces on the Valentine Museum's campus: Valentine Sculpture Studio and Wickham House. The Project Archivist's work is conducted in accordance with the museum's official Collections Management Policy and strict adherence to the American Alliance of Museums Code of Ethics for Museums.

**Reporting Supervisor:** Deputy Director

**Positions Supervised:** N/A

### **Core Job Responsibilities and Duties:**

- Arrange/describe and rehouse the Edward V. Valentine Papers (approx. 28 linear ft.), which are partially processed. Produce finding aid and catalog within Proficio collections management database.
- Digitize and catalog within Proficio collections management database photography within the Edward V. Valentine Papers.

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<sup>1</sup> DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

<sup>2</sup> FLSA stands for the Fair Labor Standards Act, which was enacted by Congress in 1938 and is under Federal Wage and Hour statutes. An exempt employee is not paid for overtime hours worked. There are three categories under which an employee may be considered exempt. They are administrative, executive, and professional. These categories generally define an exempt employee as one who customarily and regularly exercises discretion and independent judgment in the performance of his/her duties.

- Survey and begin to arrange/describe Mann S. Valentine I Papers (approx. 4.5 linear ft.), which are partially processed. Produce at least initial inventory, with possibility for full finding aid should grant term allow.
- Assist access to collections for interpretative resources (exhibition content, interactive maps and timelines, research guides, lesson plans, video/ audio media, oral history transcriptions, online image galleries etc.)

**Requirements Qualifications:** Master of Library Science or related degree or equivalent experience. At least one year of experience working to process archival collections.

**Physical Demands:**

The Project Archivist must be able to use a telephone, computer keyboard and mouse; reach with hands and arms, speak for extended periods of time and listen. The employee is frequently required to walk and sit, as well as to lift and carry objects such as boxes, books and files weighing up to 40 pounds. The Interpretive Resources Coordinator is occasionally required to stand, stoop or kneel. Specific vision abilities required by this position include close vision and the ability to focus. The physical demands described here are representative of the requirements that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.