

## CAPITOL ARCHIVIST

DESCRIPTION: Under limited supervision, organizes, conserves, researches and acquires information and objects related to the archive and artifact collections of the Nebraska State Capitol, specifically pertaining to the design, construction and history of the Capitol for restoration of the building and its environs and for scholarly research. Performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Organizes, preserves, describes and researches the archive and artifact collections of the Nebraska State Capitol including accessions of donations and purchases of related items.

Develops finding aides to the collections for the use of researchers and staff.

Researches information needed for accurate preservation and conservation of the Capitol and furnishings and to provide accurate information about the Capitol for the public, including tourism and scholarly research.

Develops and maintains a computer tracking system of the records of the Capitol collection for information and access.

Conducts and documents oral history interviews; provides information gained from interviews to the Capitol preservation staff, tourism and the public.

Prepares, submits and administers grants for the funding of special projects and programs within the scope of the Capitol collection.

Researches, assembles and exhibits displays of the Capitol collections for public viewing.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

ENTRY KNOWLEDGES, ABILITIES AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: operations and maintenance of architectural archive and artifact collections; paper conservation; care and storage of textiles, wood, metal, leather and other objects; methods and techniques of historical research; computers and information storage systems.

Ability to: communicate effectively; conduct technical conservation of items in the archive/artifact collections; conduct historical research; establish and maintain effective working relationships with Capitol Restoration and Promotion staff, scholars and others.

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JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.

Any combination of training and experience that will enable the incumbent to possess the required knowledge, abilities and skills. A general guideline for positions in this class is a bachelors degree in history or a related field (i.e. art, architecture, museum science) plus one year of archival experience.