



Department of Marketing and Communications Archivist

Tri Sigma is seeking an alumna committed to the ongoing preservation of Tri Sigma's historical records and memorabilia. The archivist supports the mission of the National Archives to safeguard and preserve the records of Tri Sigma to ensure the history and heritage of the sorority is maintained. The Archivist identifies, acquires, and preserves archival materials that document the history of the sorority and Foundation, and assists in the promoting awareness, discovery, and use of the materials.

Qualifications:

- Alumna member in good standing.
- Team player with a can-do attitude and advocate of Tri Sigma.
- Experience working in the field of archives and/or historical preservation.
- Education or experience in Library Science, Historical Preservation, Museum Studies, Project Management or similar desired.
- Comfort and ease with Microsoft 365; familiarity or willingness and ability to learn Archives software.
- Motivated self-starter who can work with minimal supervision and as part of a team.
- Strong attention to detail, ability to lead a team, delegate tasks to others and follow up on tasks.
- Express a 3-year commitment to the role.

Expectations:

- Commit apx. 15 hours each month to the position, including regularly checking and responding to emails and a quarterly check-in with the Sr. Director of Marketing & Communications (SDMAC).
- Travel to National Headquarters at minimum once per year to review and assess the archives, including processing materials new to the collection.
- Communicate with alumnae chapter leaders and collegiate chapter officers to train and assist in their local efforts.
- Delegate duties to members of the Archives Team and communicate with team as needed.
- Regularly evaluate and review archives for damage and preservation concerns.
- Maintains collection policy for Archives, including soliciting, collecting, and organizing materials as stated in the policy.
- Maintains, creates, and updates displays at Tri Sigma National Headquarters.
- Lead digitization and preservation efforts and manages the digital collections.
- Partners with the SDMAC to promote the Archives through creative marketing and social media.
- Preserves history of Tri Sigma through the above efforts and provides yearly report of the Archives including summaries of creative projects.
- The volunteer term ends when a volunteer chooses to resign, fails to meet expectations, or if the goals of the team are determined to no longer meet the organization's needs.