

## Temporary Processing Archivist

Nantucket Maria Mitchell Association Archives and Manuscripts

Nantucket, Massachusetts

The Nantucket Maria Mitchell Association seeks a professional archivist for a temporary position to process manuscripts and archival collections of the Maria Mitchell Association (MMA). Maria Mitchell was America's first woman astronomer; the MMA was founded in 1902. The archivist will:

- Arrange and describe designated archives and manuscript collections;
- Help to assure appropriate archival housing for collections;
- Assist with the movement of the archives and manuscripts to a temporary storage location;
- Prepare finding aids;
- Assist with the installation of the descriptions of collections online;
- Help to identify items in need of conservation treatment;
- Train MMA staff where appropriate;
- Create progress reports.

The Archivist will work with the MMA's curator off the Mitchell House, Archives, and Special Collections and report to the curator. This is a temporary position created in order to complete this ongoing project. Compensation will be \$375 - \$475/week depending on experience. Housing is available. Project will last approximately 20 weeks and begin late fall 2010 or January 2011.

To apply: Applicants will submit a cover letter and resume along with three letters of reference which should be mailed directly to the curator from the recommender. If a recent graduate, official transcripts should also be sent directly from the colleges or universities attended. Applications can be mailed to: Jascin Finger, Curator, Maria Mitchell Association 4 Vestal Street Nantucket, MA 02554 or emailed to [jfinger@mmo.org](mailto:jfinger@mmo.org).