
Title of Position *	Archivist
Institution *	Museum of South Texas History
Position Location: City & State *	Edinburg, TX
Position Closing Date	

About the Institution

The Museum of South Texas History is accredited by the American Alliance of Museums. It is located in downtown Edinburg on the Hidalgo County Courthouse square. Hours of operation are from 1 p.m.–5 p.m. Sunday and 10 a.m.–5 p.m. Tuesday–Saturday. Founded in 1967 as the Hidalgo County Historical Museum in the 1910 Hidalgo County Jail, the museum has grown over the decades through a series of expansions to occupy a full city block. In 2003 following the completion of a 22,500 square foot expansion, the museum was renamed the Museum of South Texas History to better reflect its regional scope. Today, the museum preserves and presents the borderland heritage of South Texas and Northeastern Mexico through its permanent collection and the Margaret H. McAllen Memorial Archives and exhibits spanning prehistory through the 20th century. For more information about MOSTHistory, visit the website.

Institution Website Address	http://www.mosthistory.org
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Summary of Responsibilities

Acquisition and management of records and historical documents pertinent to the South Texas and Northeastern Mexico regions for the advancement of knowledge about the area. The archivist will utilize the latest archival methods, and technologies that the Museum can reasonably provide, to develop, organize and implement systems and procedures that will preserve the collection and make it readily accessible to a wide range of users.

This position is a cornerstone for the Museum’s mission of preserving and presenting the borderland heritage of South Texas and Northeastern Mexico. The archivist plays a highly visible role to the public and within the organization. He or she must be energetic and openly willing to guide and assist researchers, visitors or staff, no matter the level of inquiry. The archivist must also have the visionary leadership to creatively implement the latest technology within budget.

Required Qualifications

- Graduate degree from a regionally or nationally accredited program in library science, history or archives management
- Professional work experience in an archival setting and demonstrated knowledge of archival practices and principles
- Demonstrated knowledge and experience with processing, arrangement and description of personal papers, organizational records, and other special collections through completed finding aids
- Certification by the Academy of Certified Archivists, preferred
- Knowledgeable of physical properties, conservation, and proper storage of records in paper, photographic film, magnetic tape, videotape, and other media
- Evidence of organizational, presentation, and interpersonal communication skills, including initiative, creativity, problem solving and the ability to work collaboratively with different types of individuals
- Ability to meet deadlines and ensure regular workflows
- Ability to coordinate, schedule, and handle heavy workloads
- Successful supervisory experience and ability to foster a team environment, demonstrated understanding of research methods
- Strong understanding of current technologies, including database development
- Proven commitment to professional development as evidenced by record of activities and scholarship
- Expertise in history of the region, and knowledge of Spanish, written and spoken, will be a plus
- Ability to safely move carts and books; lift and bend with boxes or volumes weighing up to 30 pounds; climb and

- reach on step stools
- Valid Texas driver's license
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Compensation

Apply at this Website:

Apply with this email: jmorales@mosthistory.org

Special Instructions to Apply: Please send resume with letter on inquiry to Jerry Morales.
