

## **Position Announcement**

### **Archives & Collections Manager (Full-time, Salaried with medical benefits)**

#### **The Stepping Stones Foundation**

“Stepping Stones – Historic Home of Bill & Lois Wilson”

Located in northern Westchester County at 62 Oak Road, Katonah, NY, 10536

At the private, nonprofit and tax-exempt National Historic Landmark, Stepping Stones, the Archives & Collections Manager will utilize professional preservation standards and experience to: (1) oversee the care, storage, and preservation of a manuscript archive (approximately 100,000 documents) and historic object collection (approximately 10,000 items), including serving as a liaison to consulting conservators, (2) manage building and grounds projects related to the care and protection of collections, (3) manage an online archive and its volunteers, (4) lead the research, writing and creation of reports, presentations and articles, (5) be primary contact for researchers and related agreements, (6) be a cross-trained team member of the historic landmark.

**Reports to:** Executive Director and Site Operations Manager

#### **Primary Responsibilities:**

- Oversee preservation, protection, and tracking of manuscripts and objects,
- Identify, obtain estimates from, and recommend specialists for select projects,
- Identify items for appraisal and manage appraisal and insurance process,
- Implement recommendations of assessments and preservation plans,
- Organize process and write or compile updated assessments and plans,
- Conduct general and specialized archival research,
- Recruit, train, and manage archive volunteers,
- Plan, schedule, and manage projects,
- Represent organization at events and to potential funders in a professional manner,
- Conduct policy, vendor, and process research and make recommendations,
- Continually assess collections risks and identifies appropriate actions,
- Maintain and disseminate disaster preparedness plan and lead response team,
- Organize and process new acquisitions,
- Maintain catalog and condition report objects in PastPerfect,
- Develop, design, and give presentations,
- Record, process, and report all vendor and archive user transactions and requests,
- Write reports, research findings, plans, and recommendations,
- Follow professional protocols for maintaining, protecting, and securing property,
- Stay abreast trends and best practices in preservation and records retention
- Participate in planning and attends events, trainings, and meetings,
- Lead site tours and hosts visitors delivering an exceptional visitor experience,
- Cultivate understanding, giving, volunteerism, and advocacy for the site,
- Develop expert-level knowledge about the Wilsons, the site, and 12-Step recovery,
- Cultivate relationships in the museum, history, and preservation fields for the site,
- Ensure that safety protocols for the handling and disposal of materials and products are followed,
- Liaise with online archive vendor on the development of the online archive project,
- Develops story ideas with archival content and images based on newsletter themes; conduct relevant research and write articles and other items as assigned,

- Proofread mass communications of the organization,
- Honor confidentiality of all business records,
- Identify appropriate archive, packing, and storage supplies,
- Attend board and committee meetings when requested and give reports,
- Use great care in handling, delivery, and storage of all material,
- Maintain photographic record of projects, objects, etc.,
- Monitors space conditions for optimal storage and display of objects and archives,
- Oversee integrated pest management for the entire site and archives both through hands on proactive management of risks and liaising with vendors/suppliers,
- Participate in monitoring and maintenance of security systems,
- Performs light maintenance and repairs using common tools and uses household solvents and chemicals,
- As part of the historic housekeeping team, manages team schedule and actively participates in cleaning and treating historic materials, historic spaces, and archive including, but not limited to vacuuming, dusting, washing, mopping, and sweeping and moving objects to gain access to areas requiring cleaning,
- Cross-train to have the ability to assist with or manage operations in the absence of colleagues,
- **Other duties as assigned.**

**Physical Components of the Position:**

- Requires the ability to lift, carry, and move objects and materials (examples: moving historic furniture with colleagues, hanging framed objects, storing objects, moving and carrying boxed objects or manuscripts, setting up event equipment, etc.).
- Involves bending, standing, sitting, kneeling, crouching, and computer work.
- Requires the ability to move safely over uneven hilly, rocky, and wooded terrain and frequently move up and down narrow and other staircases.
- Requires the ability to move in a confined space (example: organizing a small storage closet).
- It requires the ability to see and respond to dangerous situations, the ability to safely climb a short ladder or step stool while carrying an object, the ability to respond quickly to sounds, and the ability to wear personal protective gear part of each day.
- Office may be located in a shared space.

**Schedule:** In addition to weekdays, this position involves some evening, night, and weekend hours.

**Required:**

- 5 or more years of professional experience in archives and collections
- Bachelor's Degree
- Automobile in good working condition for transport of objects, errands, etc.

**Preferred:**

- Master's Degree or other advanced degree(s) or certifications in related areas of study
- 10 or more years of archives and collections management in a museum or historic site
- Knowledge or strong interest in 12-Step recovery history
- Proximity to Town of Bedford; ideal candidate lives in or within 20 minutes of Bedford/Katonah
- Bilingual (English and Spanish)

**Annual Salary Range Dependent on Experience:** \$40,000 to \$70,000

**Apply with email note and PDF of resume to Sally A. Corbett-Turco, Executive Director,**  
[info@steppingstones.org](mailto:info@steppingstones.org)

***Posted: September 24, 2020***