

## Description of Role

### **ARCHIVE ASSOCIATE (Contract Archivist – Remote, Part-time, Temporary) Stepping Stones Foundation / Stepping Stones - Historic Home of Bill & Lois Wilson 62 Oak Road, Katonah, New York 10536**

**Contract Role Description:** Stepping Stones seeks a contract archivist to fulfill the remote role of Archive Associate. Reporting to the Archives & Collections Manager, the Archive Associate will handle a variety of tasks and projects for Stepping Stones Online Archive and Online Archive Portal, which make documents accessible registrants and/or researchers.

**Background:** Stepping Stones in the Town of Bedford, N.Y. is a private, nonprofit, and tax-exempt National Historic Landmark. It is the historic home and archive of William Griffith Wilson (“Bill W.”), who wrote the 12 Steps of recovery and cofounded Alcoholics Anonymous in 1935, and Lois Burnham Wilson (“Lois W.”), who cofounded Al-Anon Family Groups in 1951.

The home and archives include the Wilson’s residence, Bill W.’s writing studio, eight acres of grounds (including flower and community vegetable gardens), 10,000 historic objects, and 100,000 manuscripts and photographs. The manuscripts and photographs have been installed on a digital storage platform and the Foundation is in the process making 10,000 pages available for viewing by those who register. To launch material, it must be categorized with key words, software-generated text needs to be corrected, handwritten text transcribed, and material reviewed and redacted for privacy, etc. when necessary. For more information about the historic landmark, archive, and the project, visit our website <https://SteppingStones.Org> and register to view the Online Archive Portal at <https://archive.steppingstones.org>

**Position Overview:** The contract archivist utilizes professional, technical archive training to assist in preparing material for launch in the Portal and developing features of the Portal.

#### **Responsibilities:**

- Combine document pages, upload to the DAM, and create relationships between documents.
- Develop and, when necessary, establish new metadata tags for documents.
- Make redactions when necessary.
- Assistance in developing features and text on Portal.
- In absence of the Manager, proofread and publish project materials generated by others.
- Transcribe documents according to the developed system for the Online Archive Portal.
- Translate documents via Google translate, prepare, and place in DAM.
- Manage selection of documents to be chosen for the Online Archive Portal.
- Other duties as assigned.

#### **Qualifications**

- Professional and/or coursework experience with archives and archiving work, including standards, ethics, and best practices.
- Ability to communicate clearly and concisely.

- Understanding and high comfort level with databases, email, spreadsheets (Google and Excel), and online meetings.
- Ability to read handwriting, blurred text and documents presented on screen.
- Highly organized and detailed with good follow up skills.
- Able to work independently.
- Maintains confidentiality.
- Maintains a secure internet connection, practice cyber security best practices, and maintains antivirus software.
- Ability to attend occasional night or weekend online training sessions scheduled based on your availability.
- Cordial, professional demeanor; able to work well with all persons.
- Proficient in Google Drive, Docs, and Sheets, and/or Microsoft Excel and email.
- Strong writing ability, including adept in grammar, usage, spelling, and punctuation.

**Preferred qualifications:**

- Metadata/data entry experience
- Experience transcribing handwriting and blurred typescript.
- Fluency in a language other than English, preference for Spanish, French, and/or German
- Interest in 12-Step history
- Experience with NetX and PastPerfect a plus.

**Approximate Start Date (Flexible):** April 3, 2023

**Commitment:** 10 to 19 hours per week (Renewable 3-month contract.)

**Compensation:** Hourly rate negotiable based on experience.

**Apply by sending email expressing interest and detailing relevant experience with resume or CV attachment (PDF or JPG) to Archives & Collections Manager Sharon Wolff at [SSFAandC@gmail.com](mailto:SSFAandC@gmail.com)**

Stepping Stones is an equal opportunity employer.

Updated: 3/15/2023