

# ARCHIVIST

## WORK DESCRIPTION

Preserves historical records and documents and other artifacts—appraises; transfers physical/legal custody from donor or other service to repository; puts collection in order; labels and places documents in storage; records information; protects materials against damage and/or deterioration; sets up system for retrieval of information; helps researchers to use collections; conducts oral-history interviews. May teach classes and/or supervise interns. May write articles and/or books and make presentations at professional meetings.

## WORKING CONDITIONS

In office and storage areas amid shelves, filing cabinets, computers, materials, and equipment. Often must deal with lack of space. Local travel may be required to conduct interviews and attend meetings. Some risk of muscle strain or injury from lifting and moving large boxes of papers.

## EDUCATION AND TRAINING

Bachelor's degree in history, anthropology, library science, or related field minimum. Master's degree may be required and is recommended. Computer proficiency essential.

## JOB OUTLOOK

Slower than average

**SALARY RANGE** U.S. median wage

\$21.73 hourly

\$45,200 a year

(depending: experience, education, employer.)



## EDUCATION AND TRAINING

Society of American Archivists

Web Site: <http://www2.archivists.org>

American Library Association

Web Site: <http://www.ala.org>

National Archives and Records Administration Volunteer Association

Web Site: <http://www.archives.gov/>

American Association of Museums

Web Site: <http://www.aam-us.org>