

Rockefeller Archive Center
Archival Assistant

Overview:

The Rockefeller Archive Center is seeking a recent college graduate to join its Collections Management team as an Archival Assistant. The primary duties of this position will be to assist with accessioning, including the preparation of inventories, and with vault and location management. Other duties may relate to preservation, donor requests, and reference services. This position is full-time, paid on an hourly basis, and reports to the Assistant Director, Head of Collections Management.

Qualifications:

Minimally, the candidate must possess a B.A. degree in a relevant field. The candidate must be able to work on multiple projects and possess the ability to adjust to frequent changes and reprioritizations. The candidate must be detail-oriented, professional and willing to learn and take on new projects as assigned. Excellent written, verbal, analytical, time management, organizational and interpersonal skills are required. The candidate must possess a willingness and desire to take initiative. Familiarity with Microsoft Office and computer applications preferred.

About Us:

The Rockefeller Archive Center, an operating foundation with its own substantial endowment, is an independent archive and research center dedicated to the study of philanthropy and the diverse domains it shapes. It was established in 1974 to assemble, preserve, and make accessible the records of the Rockefeller family and the foundations and nonprofits established by the family, including the Rockefeller Foundation, the Rockefeller Brothers Fund and the Rockefeller University. Today, the Center's growing holdings include materials from numerous foundations, including the Ford Foundation and the Commonwealth Fund, as well as from many nonprofit organizations. It is also a major repository for the personal papers of leaders of the philanthropic community, Nobel Prize laureates, and world-renowned investigators in science and medicine.

Located 20 miles north of New York City in Westchester County on a former Rockefeller estate, the Archive Center is easily accessible from major highways and by train on the Metro-North Hudson Line. The Rockefeller Archive Center is an equal opportunity employer. The Center is committed to the support and encouragement of a multicultural environment and seeks candidates who can make positive contributions in a context of ethnic and cultural diversity.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume via email or mail to:

Rockefeller Archive Center
15 Dayton Ave
Sleepy Hollow, NY 10591
careers@rockarch.org