Assistant Archivist, International Motor Racing Research Center, Watkins Glen, NY

Reporting to the Head Archivist, the Assistant Archivist supports the International Motor Racing Research Center’s (IMRRC) mission to collect, share and preserve the history of motorsports. The IMRRC, founded in 1998, is headquartered in Watkins Glen, New York and has an impressive, expansive collection. This position is a great opportunity to work with a small, dedicated and cohesive team. In this role, you will have the ability to preserve and share important history working with books, periodicals, film, video, photographs, race results and manuscripts. Join our team to learn and grow in the archives field.

**Responsibilities:**

* Process archival collections using MPLP/extensible processing methods
* Digitize materials for research requests and create links for sharing
* Communicate frequently with researchers
* Assist with accessioning newly acquired collections
* Rehouse archival materials for safe, long-term storage
* Manage library collection
* Assist with visitors to the Center daily
* Assist with policy development and implementation
* Support IMRRC events such as, but not limited to, Center Conversations, the Argetsinger Symposium, Cameron R. Argetsinger Award Dinner, Watkins Glen International Track Dates, and Festivals
* Willingness to promote membership to the IMRCC and foster lasting relationships with donors
* Other duties as assigned

**Skills/Qualifications:**

* Bachelor’s Degree required, preferably in history, education, motorsports or a related field
* Master’s Degree in library and information science preferred
* Experience with, or ability to learn, ArchivesSpace and CONTENTdm software
* Solid working knowledge of Microsoft Office Suite - Outlook, Word, Excel and Power Point
* Experience with digitizing archival materials
* Ability to effectively communicate and engage with researchers and visitors
* Ability to work independently and as part of a team
* Some knowledge of motorsports helpful

**Compensation and Benefits:**

* $22-$24/hour
* Paid Time Off
* Paid Holidays
* Paid Sick Leave
* Health Insurance
* Dental Insurance

Typical Hours of Operation are Monday – Friday onsite, 8 AM – 5 PM, some evenings and weekends for special events.

Interested candidates will submit a letter of interest and resume to research@racingarchives.org

The International Motor Racing Research Center is a 501(c)(3), located at 610 S Decatur Street, Watkins Glen, NY 14891