



AIGA Minnesota

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AIGA Minnesota Job Description Associate Director of Archives

Purpose of Position

To organize, catalog, manage and maintain AIGA Minnesota's collection of various archival items that have historical importance to the organization. The role of the archivist is to be the guardian of the memories, materials and records that have and continue to shape the identity of AIGA Minnesota. This includes collecting 10 copies of all AIGA Minnesota communication materials for archiving, and making appropriate information easily accessible to users such as board members and committee chairs. The archivist will work closely with the Secretary and/or Director of Communications to ensure that all appropriate materials are documented and archived in a timely manner.

General Responsibilities

1. Processing and organizing AIGA Minnesota materials in storage area.
2. Transferring materials to sturdy plastic boxes with a numbering system.
3. Cleaning storage area and organizing boxes into understandable categories for easy access to materials.
4. Report to the AIGA Minnesota Board about progress on the archive and any specific problems that need to be addressed.
5. Once the processing of the archival material is completed, AIGA Minnesota may want to consider developing a digital database of some of the archived materials, the AD of Archives will brainstorm and develop ideas with the Comm. Team about how this could be implemented.

Required Areas of Expertise and Work Experience (required)

1. Previous team or committee experience (in any capacity); must be a team player
2. Great organizational skills and attention to detail

Critical Knowledge and/or Skills (preferred)

1. Good communication skills
2. Previous AIGA committee experience

Teams & Resources

1. Secretary
2. Director of Communications
3. Programming Team

Powers, Nomination and Term

1. **POWERS:** Non-voting associate member of the AIGA Minnesota board of directors.
2. **NOMINATION:** Nominated by any AIGA Minnesota member or self-nominated; appointed to serve on the board by majority vote of the board.
3. **TERM:** 2 years, with option to reapply for additional terms.