

Archives and Records Management Employment Resources

SI Career Services has put together this resource to guide you in your job or internship search in the archive and records management field. Note that this resource is not comprehensive; there are numerous ARM resources available related to the nuances of the field that we could not include in this document. The purpose of this resource is to make you aware of some of the main resources available and to also provide you with gateways to resources that will provide you with further information for the field of your personal interest.

SI Careers is open to suggestions of additions or removals to this resource. If you would like an electronic version of this document, email your request to Kelly Kowatch at kkowatch@umich.edu

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Job Sites

American Association of Museums Job Headquarters <http://www.aam-us.org/jobHQ/index.cfm>
American Association for State and Local History Jobs Online <http://jobs.aaslh.org/search.cfm>
American Library Association Job List <http://www.ala.org/ala/education/empopps/employment.htm>
Art Libraries Society of North America Jobnet <http://www.arlisna.org/jobnet.html>
Association for Information and Image Management Job Posts
http://jobs.aiim.org/job_index.cfm?CFID=1378994&CFTOKEN=95031802
Association of Records Managers and Administrators International's CareerLink
<http://www.arma.org/careers/jobseekers.cfm>
Association of Research Libraries Career Resources Online Service <http://db.arl.org/careers/index.html>
Chronicle of Higher Education Chronicle Careers <http://chronicle.com/jobs/>
GetArchivistJobs.com <http://www.getarchivistjobs.com/>
Global Museum - Museum Jobs <http://www.globalmuseum.org/>
HigherEdJobs <http://www.higheredjobs.com/default.cfm>
Indiana University School of Library and Information Science Jobs http://www-slis.lib.indiana.edu/careers/view_job_titles.php?select=all+states&Submit=Search
International Association for Social Science Information Service and Technology Job Postings
<http://www.iassistdata.org/>
Lib-bling http://www.lib-bling.com/home/index.php?option=com_content&task=category§ionid=4&id=13&Itemid=27
Library Job Postings on the Internet <http://www.libraryjobpostings.org/>
LISjobs <http://lisjobs.com/>
MediaBistro Jobs <http://mediabistro.com/joblistings/?c=jfhjm>
Michigan Library Association Jobline <http://www.mla.lib.mi.us/jobline>
Mid-Atlantic Regional Archives Conference Job Opportunities <http://www.lib.umd.edu/MARAC/links/jobs.html>
Museum Employment Resource Center: Museum and Cultural Resource Job Vacancy Index <http://www.museum-employment.com/jobindex.html>
National Association of Government Archives and Records Administrators Job Bank
<http://www.nagara.org/classified.cfm>
National Archives and Records Administration Jobs, Internships, and Volunteering Opportunities
<http://www.archives.gov/careers/>

New England Jobline (hosted by the Simmons Graduate School of Library and Information Sciences)

<http://www.simmons.edu/gslis/career/jobline/>

PreserveNet <http://www.preservenet.cornell.edu/employopps.html>

Society of American Archivists Online Employment Bulletin <http://www.archivists.org/employment/>

Society of Archivists (UK) Job Vacancies <http://www.archives.org.uk/careerdevelopment/jobvacancies.html>

University of Texas School of Information JobWeb <http://www.ischool.utexas.edu/jobweb/Search.php>

US National Archives and Records Administration Jobs <http://www.archives.gov/careers/jobs/>

Visual Resources Association Job Opportunities <http://www.vraweb.org/jobopps.html>

Professional Organizations

If you are targeting a specific geographic area, visit that national professional organization's website to find information or regional chapters.

AAM – American Association of Museums <http://www.aam-us.org/index.cfm>

AASLH - American Association for State and Local History <http://www.aaslh.org/>

ACA – Academy of Certified Archivists <http://www.certifiedarchivists.org/>

ASA - Australian Society of Archivists <http://www.archivists.org.au/>

AHA – American Historical Association <http://www.historians.org/>

ALA – American Library Association <http://www.ala.org/>

AMIA - Association of Moving Images Archivists <http://www.amianet.org/>

ARSC – Association for Recorded Sound Collection <http://www.arsc-audio.org/>

ARMA - The Authority on Records Information Management <http://www.arma.org/>

AIIM - Association for Information and Image Management <http://www.aiim.org/>

ARLIS - Art Libraries Society of North America <http://www.arlisna.org/>

CCAAA – Coordinating Council of Audiovisual Archivists Association <http://www.ccaaa.org/index.php>

COSHRC – Council of State Historical Records Coordinators <http://www.statearchivists.org/>

FIAF – International Federation of Film Archives <http://www.fiafnet.org/>

FOCAL – The Federation of Commercial Audiovisual Libraries <http://www.focalint.org/>

FPS - Film Preservation Society <http://www.filmpres.org/english/>

IFTA - International Federation of Television Archives <http://www.fiatifta.org/>

IASSIST - International Association for Social Science Information Service and Technology

<http://www.iassistdata.org/>

IASA – International Association of Sound and Audiovisual Archives <http://www.iasa->

[web.org/pages/00homepage.htm](http://www.iasa-web.org/pages/00homepage.htm)

ICA - International Council on Archives <http://www.ica.org/>

INNA – International Newsreel and News Fil Associatn <http://www.innanews.org/default-gb.htm>

MAA – Michigan Archival Association <http://www.maasn.org/>

MAC - Midwest Archives Conference <http://www.midwestarchives.org/>

MACCH - Michigan Alliance for the Conservation of Cultural Heritage <http://macch.org/>

MARAC - Mid-Atlantic Regional Archives Conference <http://www.lib.umd.edu/MARAC/>

MHC - Michigan Humanities Council <http://michiganhumanities.org/>

MLA - Michigan Library Association <http://www.mla.lib.mi.us/>

MOHA - Michigan Oral History Association <http://www.h-net.org/~oralhist/moha/>

NAGARA – National Association of Government Archives and Records Administrators <http://www.nagara.org/>

NARA – National Archives and Records Administration <http://www.archives.gov/>

OHA - Oral History Association <http://omega.dickinson.edu/organizations/oha/>

OHA - Organization of American Historians <http://www.oah.org/>

SAA – Society of American Archivists <http://www.archivists.org/>

SHOT - Society for the History of Technology <http://www.historyoftechnology.org/>

VRA – Visual Resources Association <http://www.vraweb.org/>

List of Professional Museums Organizations http://www.umich.edu/~ummsp/pro_organ.htm

List of Professional Associations in the Information Sciences <http://slisweb.sjsu.edu/resources/orgs.htm>

Listservs & Newsletters

Art Libraries Society of North America Listserv <http://www.arlisna.org/about/arlisl.html>

Association of College and Research Libraries New England Chapter Listserv <http://www.aclnec.org/listserv.shtml>

Association for Recorded Sound Collection List <http://www.arsc-audio.org/arsclist.html>
International Association of Sound and Audiovisual Archives Listserv <http://www.iasa-web.org/pages/Default.htm>
International Federal of Library Associates and Institutions LibJobs
<http://infoserv.inist.fr/wwwsympa.fcgi/info/libjobs>
Global Museum – Museum Jobs <http://www.globalmuseum.org/>
Oral History Association <http://www.h-net.org/~oralhist/>
SAA Student Discussion List http://forums.archivists.org/read/all_forums/
STHC-L - Science, Technology, and Health Care Archives Forum STHC-L@lists.ucla.edu <http://lists.ucla.edu/cgi-bin/mailman/listinfo/sthc-l>
The Archives & Archivists (A&A) List: http://forums.archivists.org/read/all_forums/
The Association of Moving Images Archivists <http://www.amianet.org/amial/amial.html>

Blogs & Forums

Alone in the Archives <http://lcb48.wordpress.com/>
ArchivesBlogs <http://archivesblogs.com/>
Archives Hub Blog <http://www.archiveshub.ac.uk/blog/2006/10/new-digital-archivist-meets-south-park.html>
Tag: Archivists Blog <http://wordpress.com/tag/archivists-blog/>
The Anecdotal Archivist <http://www.anecdotalarchivist.blogspot.com/>
The DIGITAL Archive <http://digitalpermanence.blogspot.com/>
The Irreverent Archivist <http://irreverentarchivist.blogspot.com/2006/08/i-want-it-all.html>
The Johnson Library Archives & Special Collections Blog <http://spsuarchive.blogspot.com/>
The Ten Thousand Year Blog <http://www.davidmattison.ca/wordpress/?p=899>
The Urban Archivist <http://www.urbanarchives.org/wordpress/2006/09/19/extreeeeme-olympia-washington/>

Student Organizations at SI

Society of American Archivists – UM Chapter <http://www.si.umich.edu/SAA/>

Local Resources and Comprehensive Organization Listings

Comprehensive List of University of Michigan Libraries <http://www.lib.umich.edu/libinfo/alphalist.html>
Michigan Archival Institutions <http://www.maasn.org/>
Directory of State Archivists <http://www.statearchivists.org/statearchivists.htm>
Mid-Atlantic Archives Institutions <http://www.lib.umd.edu/MARAC/members/member-sites.html>
List of Museums in US and worldwide <http://www.umich.edu/~hartspc/histart/mother/museums.html#unitedstates>

Sample Job Titles

Archivist
Records Manager
Reference Archivist
Film and Video Tape Archivist
Digital Archivist or Digital Resources Archivist or Digital Asset Manger
Photo Archivist or Photographic Archivist
Documentation Specialist
Archivist Librarian
Electronic Records Archivist
Licensing Archivist
Moving Image Archivist
Library Private Papers Archivist
Collections Manager
Publications Archivist
Visual Materials Archivist
Processing and Public Services Archivist or Public Records Archivist
Personal Archivists
Archives Analyst
Metadata Specialist

Records Coordinator
Knowledge Management Specialist
Historian
Curator

Recruiters/Headhunters

Wontawk <http://www.wontawk.com/>

Bibliotemps (Massachusetts) <http://www.bibliotemps.com/>

Pro Libra Associates <http://www.prolibra.com/index.html>

Archives and Records Management Related Websites

Archives Made Easy, an on-line guide to archives around the globe <http://www.archivesmadeeasy.org/>

Archival Solidarity <http://archives3.concordia.ca/Solidarity/>

Archivists Without Borders <http://www.archiveros.org/>

Global Museum Archives Resources <http://www.globalmuseum.org/>

Lib-bling <http://www.lib-bling.com/home/>

Occupational Outlook Handbook: Archivists, Curators, and Museum Technicians
<http://www.bls.gov/oco/ocos065.htm>

Opening Gateways: A Practical Guide for Designing Electronic Records Access Programs
<http://www.ctg.albany.edu/publications/guides/gateways>

Practical Tools for Electronic Records Management and Preservation
http://www.ctg.albany.edu/publications/guides/practical_tools_for_erp

Records and Information Management Resource List <http://infomgmt.homestead.com/>

University of Michigan Independent Departmental Libraries and Resource Centers
<http://www.lib.umich.edu/libinfo/indilibs.html>

University of Michigan - The Information & Library Studies Library ARM Resources
<http://www.lib.umich.edu/ilsl/archives.html>

UNESCO Archives Portal http://www.unesco.org/cgi-bin/webworld/portal_archives/cgi/page.cgi?d=1

Wikipedia: Archivist <http://en.wikipedia.org/wiki/Archivist>