The SI Career Development Office has put together this resource to guide you in your job or internship search in the Archives and Records Management fields. Note that this resource is not comprehensive; there are numerous Archives and Records Management resources available related to the nuances of the field that we could not include in this document. If you are aware of any resources that should be added to this list, please email them to si.careers@umich.edu.

All links - plus many more! - are tagged on Delicious under SI_ARM and SI_RM (for RM-only links)

**Job & Internship Sites**
HigheredJobs [http://www.higheredjobs.com/default.cfm](http://www.higheredjobs.com/default.cfm)
Indiana University School of Library and Information Science Jobs [http://tinyurl.com/lqvsml](http://tinyurl.com/lqvsml)
Mid-Atlantic Regional Archives Conference Job Opportunities [http://www.lib.umd.edu/MARAC/links/jobs.html](http://www.lib.umd.edu/MARAC/links/jobs.html)
Simmons Graduate School of Library and Information Science Jobline [http://www.simmons.edu/gslib/career/jobline/](http://www.simmons.edu/gslib/career/jobline/)
University of Texas School of Information JobWeb [http://www.ischool.utexas.edu/jobweb/Search.php](http://www.ischool.utexas.edu/jobweb/Search.php)
GetArchivisJobs (Twitter) [http://twitter.com/GetArchivisJobs](http://twitter.com/GetArchivisJobs)

**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](http://www.aam-us.org/index.cfm)
  - AAM Job Headquarters [http://www.aam-us.org/jobHQ/index.cfm](http://www.aam-us.org/jobHQ/index.cfm)
AHA - American Historical Association http://www.historians.org/
  • AHA Jobs & Careers (membership only) http://www.historians.org/jobs/index.htm
ALA - American Library Association http://www.ala.org/
  • ALA Job List http://joblist.ala.org/
  • ALA - ACRL: Rare Books and Manuscripts Section http://www.rbms.info/
AMIA - Association of Moving Images Archivists http://www.amianet.org/
  • AMIA Job Listings (membership only) http://www.amianet.org/resources/jobs.php
ARSC - Association for Recorded Sound Collection http://www.arsc-audio.org/
  • ARSC Listserv http://www.arsc-audio.org/arsclist.html
ARMA - The Authority on Records Information Management http://www arma.org/
  • ARMA CareerLink http://www arma.org/careers/jobseekers.cfm
  • Detroit Chapter http://www.armadetroit.org/
  • Mid-Michigan Chapter http://www.midmichiganarma.org
  • Western Michigan Chapter http://www.westmiarma.org
  • Western Michigan ARMA Jobs http://www.westmiarma.org/jobs.php
  • RIM Certification http://www arma.org/careers/certification.cfm
AIIM - Association for Information and Image Management http://www.aiim.org/
  • AIIM Job Center http://www.aiim.org/Jobcenter-Information-Management-Careers.aspx
  • ARLIS-NA Jobnet http://www.arlisna.org/jobnet.html
  • ARLIS-NA Listserv http://www.arlisna.org/about/arlislist.html
CCAAA – Coordinating Council of Audiovisual Archivists Association http://www.ccaaa.org/index.php
COSHRC – Council of State Historical Records Coordinators http://www.statearchivists.org/
CoSA - Council of State Archivists http://www.statearchivists.org/

  • Directory of State Archivists http://www.statearchivists.org/statearchivists.htm
FIAF – International Federation of Film Archives http://www.fiafnet.org/
IFTA - International Federation of Television Archives http://www.ifta.org/
IASA - International Association of Sound and Audiovisual Archives http://www.iasa-web.org/
IFLA - International Federation of Library Associations and Institutions http://www.ifla.org/
IFLA JobListserv http://infoserv.inist.fr/wwsympa.fcgi/info/joblist
ICA - International Council on Archives http://www.icarchive.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/
  • MARAC Job Opportunities: http://www.lib.umd.edu/MARAC/links/jobs.html
MHC - Michigan Humanities Council http://michiganhumanities.org/
MLA - Michigan Library Association http://www.mla.lib.mi.us/
  • Michigan Library Association Jobline http://www.mla.lib.mi.us/jobline
NAGARA – National Association of Government Archives and Records Administrators

  • NAGARA Job Bank http://www.nagara.org/classified.cfm
OHA - Organization of American Historians http://www.oah.org/
• SAA Online Employment Bulletin http://www.archivists.org/employment/
• A&A Listserv http://www.archivists.org/listservs/
SAA Listservs http://forums.archivists.org/read/all_forums/
SHOT - Society for the History of Technology http://www.historyoftechnology.org/
VRA – Visual Resources Association http://www.vraweb.org/
• Visual Resources Association Job Opportunities http://www.vraweb.org/jobopps.html

Local Resources and Comprehensive Organization Listings
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
List of Professional Museums Organizations http://www.umich.edu/~ummhp/pro_organs.htm
List of Professional Associations in the Information Sciences http://slisweb.sjsu.edu/resources/orgs.htm

Sample Job Titles
Archivist Publications Archivist
Records Manager Visual Materials Archivist
Reference Archivist Processing and Public Services Archivist or
Film and Video Tape Archivist Public Records Archivist
Digital Archivist or Digital Resources Archivist or Personal Archivists
Digital Asset Manager Archives Analyst
Photo Archivist or Photographic Archivist Metadata Specialist
Documentation Specialist Records Coordinator
Archivist Librarian Knowledge Management Specialist
Electronic Records Archivist Archives Librarian
Licensing Archivist Manuscript Librarian
Moving Image Archivist Historian
Documentation Specialist Project Archivist
Personal or Private Papers Archivist File Archivist
Collections Manager Archive Processor
Conservator Curator

Recruiters/Headhunters
Wontawk http://www.wontawk.com/
Bibliotemps (Massachusetts) http://www.bibliotemps.com/
Cadence Group http://www.cadence-group.com/
InfoCurrent http://www.infocurrent.com/
PTFS http://www.ptfs.com/

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