

**Job Title:** Visiting Project Archivist

**Classification:** Professional

**Division:** Academic Affairs

**Department:** Langston Hughes Memorial Library

**Reports To:** Director, Langston Hughes Memorial Library

**FLSA:** Salaried, Exempt

**Job Type:** Full Time, 10-Month Term

**Salary:** \$70,000- \$79,000

**OVERVIEW:**

Lincoln University (LU), a historically Black, regional, comprehensive, liberal arts university, is one of the 3 state-related institutions within the Pennsylvania Higher Education System. The university enrolls over 2,000 students, employs more than 100 full-time faculty members, and offers more than 30 undergraduate programs, and selected graduate programs.

Diversity is at the core of LU's history, mission, and values. We understand the value of diversifying our faculty and pursue that standard of excellence by focusing our recruitment efforts to attract candidates with rich and varied backgrounds, scholarships, and experience.

**JOB SUMMARY:**

The Langston Hughes Memorial Library, in partnership with the Visual Arts Department, seeks a dedicated Visiting Project Archivist to join our Special Collections and Archives department for a 12-month term position. This specialized role will focus on identifying, processing, and organizing materials related to Black art and artists within our extensive archival collections. The successful candidate will work through multiple boxes of unprocessed materials to locate documents, photographs, correspondence, exhibition catalogs, artwork reproductions, and other items that document the contributions of African American artists and the development of Black artistic movements. This position offers a unique opportunity to uncover and make accessible important cultural heritage materials that highlight the intersection of African American education and artistic

expression. This project is supported by the Getty Foundation's Black Visual Arts Archives initiative.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The successful candidate will:

- Systematically examine and sort through multiple boxes of unprocessed archival materials to identify items related to Black art, artists, and artistic movements
- Process and arrange discovered materials according to professional standards and best practices
- Separate and organize materials by artist, art movement, medium, or other relevant categories
- Create detailed inventories and item-level descriptions for Black art-related materials
- Develop finding aids and catalog records using archival description standards (DACS, EAD, Dublin Core)
- Assess condition and prioritize materials for preservation and digitization based on significance and fragility
- Verify biographical information and establish connections between artists and the institution
- Create biographical and subject files to support future research access
- Supervise student interns
- Document workflows and procedures for future reference
- Contribute to grant reporting, progress reports, and assessment activities

## **Required Qualifications**

- Master's degree in Library and Information Science, History, Archival Studies, or related field
- Minimum 5 years of professional archival experience
- Knowledge of archival theory, principles, and best practices
- Experience with archival management systems and digital collections platforms
- Proficiency in metadata standards and cataloging practices
- Strong research and analytical skills
- Excellent written and verbal communication abilities

- Commitment to African American collections and 20th century art history in archival practice

### **Preferred Qualifications**

- Knowledge of African American Art History, 20th century art, and artistic movements
- Experience working with visual materials and artwork documentation
- Familiarity with art terminology and metadata
- Background in African American studies, educational history, or related fields

### **Technical Skills**

- Proficiency in Microsoft Office products
- Experience with archival management systems (Quartex)
- Knowledge of digital preservation standards and practices
- Familiarity with scanning equipment and digital imaging workflows
- Basic understanding of HTML, XML, and web content management

### **Work Environment**

This position requires working in climate-controlled archival storage areas, handling fragile historical materials including artwork and photographs, and extensive sorting through boxes of unprocessed materials. Physical demands include regular lifting and moving of archival boxes, standing for extended periods while examining materials, and careful handling of potentially delicate artistic materials. The role involves independent work to identify significant materials.

### **Application Requirements**

#### **Please submit the following materials:**

- Cover letter addressing qualifications and interest in 20th century African American art history
- Current resume or curriculum vitae
- Contact information for three professional references
- Brief writing sample (processing plan, finding aid, or professional article)

**Application Deadline:** August 31, 2025 by 11:59pm

For any inquiries, please contact Dr. Michael K. Wilson, Assistant Professor of Art History.  
[mwilson@lincoln.edu](mailto:mwilson@lincoln.edu).