

The Los Angeles Philharmonic Association is currently seeking a: Archives Manager

Founded in 1919, the Los Angeles Philharmonic Association presents, and promotes the performing arts in its varied forms at the highest level of excellence to a diverse and large audience, at Walt Disney Concert Hall, the Hollywood Bowl, and The Ford.

Position Summary:

The Archives Manager, reporting to the Director, Archives and the Hollywood Bowl Museum, oversees the operations of the LA Phil's Archives.

Position Elements:

- · Plan and execute short and long-range strategies related to the management of institutional collections; implement existing policies and procedures for the curation of born-digital materials and traditional legacy materials; conduct an ongoing review and further refinement of policies and procedure in accordance with scalable industry methods; support the full range of functions of digitization and continued care of legacy materials.
- · Maintain documentation on workflows, procedures and protocols; synthesize information for reports and presentations.
- · Supervise archival team of 2-3 part-time staff members in the application of the standards-compliant born-digital and traditional institutional assets and their proper organization, preservation and retrieval; coordinate web archiving.
- · Evaluate and coordinate the re-housing and stabilization of archives; help with the plans for long-term storage needs; prioritize processing backlog.
- · Ensure accurate and up-to-date inventories and reconciliation of archival records, including spot check inventories.
- · In coordination with Director of Archives and Hollywood Bowl Museum, oversee audio and digital imaging projects, including producing estimates, developing plans and timelines, coordinating the work of digitization production either by third-party vendors or internal staff, and performing quality assurance.
- · Contribute to the ongoing review of technologies and their application to collections management.
- · Provide timely access of institutional materials for internal and external research requests.

Position Requirements:

- · MA or MLIS in Archives, Library Science, Digital Curation, Moving Images, Museum Studies, or related field with formal training in archives management and preservation; other commensurate experience will also be considered.
- · At least 3-5 years of experience processing collections in a variety of formats; writing finding aids and application of metadata content/ structure standards relevant to the archival control of digital objects.
- · Prior supervisory experience with proven record of success coordinating transition from analog to digital collections.

- · Deep knowledge and appreciation of archives long-term preservation requirements and storage needs.
- · Demonstrated experience with digital archives workflows, databases, digital assets management systems (DAMS) and information architecture.
- · Prior experience with implementation of data migration and normalization.
- · Excellent verbal and written communication skills; highly developed writing and editing skills.
- · Demonstrated ability to work productively with a wide range of stakeholders in a rapidly changing and innovative environment.
- · Effective problem solving, analytical and organizational skills; excellent attention to detail to ensure adherence to standard and quality control.
- · Demonstrated ability to work independently as well as collaboratively in a production-oriented, deadline- and project-driven environment.
- · Advanced skills in Excel, PowerPoint, Word and Outlook.
- · Regularly required to push and maneuver a fully-loaded cart up to 50 pounds; ability to lift 30-pound boxes.
- Preferred Experiences:
- · Demonstrated command of music and familiarity with other performing arts.
- · Prior project management experience.
- · Understanding of copyright, donor restrictions and permissions issues related to the management of analog and born-digital materials.
- · Prior experience working in SharePoint Online.
- · General familiarity and appreciation of Information Governance and Records Management.
- Dedication and commitment to engage in and promote diversity, equity, and inclusion within the staff, vendors, and within interactions with the surrounding community is a must
- Secondary language fluency is a plus

COVID Workplace Safety Requirements

This position will require you to interact with employees, patrons, vendors and others who may or may not be vaccinated or recently tested. You will be required to wear personal protection equipment (PPE) required by the LA County Department of Public Health protocols and the LA Phil. You agree to comply at all times with the LA Phil's COVID-19 Prevention Plan, including testing and vaccination requirements.

How to apply:

Complete the online application by clicking [here](#).

- Complete the application with all pertinent information.
- At the end of the application, a confirmation page will appear when your submission has been successful

The Los Angeles Philharmonic Association will consider for employment qualified Applicants with Criminal Histories in a manner consistent with the requirements of the FCIHO.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Los Angeles Philharmonic Association embraces and is committed to diversity and inclusion within our staff, musicians, guest artists, audiences, and surrounding communities. The Association does not discriminate on the basis of race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information, genetic information, marital status, gender, gender identity, gender expression, military status, veteran status, or any other basis protected by federal, state, or local law. Consistent with the law, the Association also provides reasonable accommodation for disabled applicants and employees in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act, for pregnant employees who request an accommodation with the advice of their health care providers, for pregnancy, childbirth or related medical conditions; for employees who are victims of domestic violence, sexual assault or stalking; and for applicants and employees based on their religious beliefs and practices.