

FREEDOM CENTER

of Oklahoma City

Lead Archivist (3 Year Term)

ABOUT THE FREEDOM CENTER

The Freedom Center of Oklahoma City, LLC is a 501c3 nonprofit organization established in 2019 to educate, empower and enlighten our nation to reflect on the past, present and future of the Civil Rights Movement in Oklahoma. As caretakers of the historic Freedom Center building, originally purchased in 1967 to serve as home base for the NAACP Youth Council under the leadership of Clara Luper, we are currently undergoing a building restoration as the first phase of developing the five-acre Clara Luper Civil Rights Center (CLCRC) Campus. The new Clara Luper Civil Rights Center is a MAPS4 project slated for construction immediately south of the historic Freedom Center building along Martin Luther King Avenue. Designated by the City of Oklahoma City as the operator for the full CLCRC Campus, we are building a team in anticipation of its projected opening in 2026/2027.

THE OPPORTUNITY

The Lead Archivist is a new position needed for a three-year term during the development of the CLCRC to provide strategic direction for the Freedom Center Community Archive. The Archive includes materials from inside the historic Freedom Center building consisting primarily of two-dimensional paper items including photographs, handwritten and typewritten documents, and books. Items are currently arranged to the series and sub-series level, with assignment of individual accession numbers currently in progress. Reporting to the Executive Director, the Lead Archivist will plan and execute the continued processing and activation of the Archive to support the Clara Luper Civil Rights Center's development and in preparation for sharing the collection with the public, both physically, onsite at the Civil Rights Center, and digitally through web access.

Ideal candidates will possess strong project management skills and experience working in community settings. Ability to manage a variety of support staff including undergraduate and graduate student workers as well as community volunteers is essential. As project lead, the Lead Archivist must demonstrate, instill, and convey a deep reverence for this community centered history.

KEY ROLES AND RESPONSIBILITIES

The Lead Archivist's essential duties and responsibilities include, but are not limited to the following:

Administration

- Collaborate with Executive Director and board committee(s) as needed to identify and document the goals and objectives of the Archive in support of the mission of the Freedom Center and the development of the Clara Luper Civil Rights Center.
- Provide leadership, set priorities, and establish and refine policies and procedures to ensure appropriate arrangement, preservation, use and growth of the collection.
- Work with Freedom Center development team to identify and pursue funding opportunities in alignment with the Archive's needs.
- Manage archive staff, interns, and volunteers, overseeing their recruitment, hiring, and training.

- Maintain relationships with existing university and institutional partners, cultivating new partnerships as appropriate.
- Maintain knowledge of current best practices and advances in collections management.

Collections

- Manage ongoing processing and preservation activities, according to recognized standards.
- Lead selection and acquisition of an appropriate collections management system including multiple formats of digital storage.
- Plan and implement digitization process for appropriate portions of the collection to enhance access, preserve content and utilize for building and exhibition design.
- Ensure long-term stability and preservation of digital files.
- Plan and facilitate buildout of the web and digital infrastructure needed to create user friendly public web access to the digitized collection.
- Work with research and curatorial staff to identify items within the collection needed for storytelling and exhibition development as well as holes in the collection representing opportunities for targeted future acquisitions.
- Identify and cultivate relationships with community members for targeted future acquisitions.

QUALIFICATIONS

- Master's degree in library/information science, museum studies, history with an archival concentration, or a relevant advanced degree and experience
- Three years of professional experience working in an archival setting, preferably including managerial/supervisory experience
- Demonstrated knowledge of collection development for archives and special collections, archival principles and preservation techniques, and emerging digital archival standards
- Excellent oral and written communication skills
- Ability to work both independently and collaboratively
- Experience in providing reference and outreach services and developing programs/exhibits
- Demonstrated interest and/or expertise in civil rights history
- Familiarity with sources of funding for archival work

COMPENSATION AND BENEFITS

This is a full-time, three-year term position with a base salary range of \$50,000 – 58,000, plus a 20% benefit allowance.

AVAILABILITY

Availability required during normal business hours, 9:00 am to 5:00 pm Monday through Friday, with occasional evening and weekend meetings or events. The Archive is located in an offsite office location; reliable transportation allowing for travel between the Archive and Freedom Center's main offices is also required.

APPLICATION INSTRUCTIONS

Qualified candidates are encouraged to submit a cover letter, current resume, or CV, writing sample, and three professional references by email to info@freedomcenterokc.org for consideration. Applications will be accepted until the position is filled, however for priority consideration, please apply before May 31, 2024.