



THE  
**HISTORY FACTORY**  
A HERITAGE MANAGEMENT AGENCY

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Job Title: Consulting Archivist

Schedule: Full-time

Location: Chantilly, VA

The History Factory's **Archives Lab** is a professional services firm focused on evolving archives to meet real-world needs. We design, build, and implement solutions that enable organizations to use institutional memory and archival content to achieve strategic objectives.

The Archives Lab has unparalleled experience architecting archival programs that deliver value. We provide the capabilities, insight, and expertise our clients need to build and maintain high-performance archives that can respond to changing requirements.

**The Consulting Archivist** will develop specialized knowledge in a diverse project environment that offers multiple opportunities for growth. He or she will deliver innovative work that ranges from strategy to execution and ongoing management. The Consulting Archivist will work closely with clients to help them make sound decisions on archival issues. He or she will do this through a deep understanding of our clients' information landscape and archival strategy options in the context of industry, technology, and cultural trends. The consulting professional will also be responsible for the day-to-day provision of archival outsourcing services to one or several clients. Archival outsourcing is the management and/or improvement of activities related to a part or to the whole of archival program operation.

The position will report directly to the Managing Archivist and will be expected to interact with management levels within client organizations.

Please apply to [careers@historyfactory.com](mailto:careers@historyfactory.com).

## **KEY RESPONSIBILITIES**

### STRATEGY

- Provide archival infrastructure analysis services to existing and potential clients
- Conduct critical analysis of existing archival assets, technology, and associated operational processes, with a view to recommending designs and strategies that will improve service, control costs, and prevent unforeseen operational issues
- Analyze and understand clients' needs and expectations, as well as alternative architectures and trends
- Interview client teams to gather relevant information to facilitate requirements definitions
- Understand the strategic direction set by clients' senior management as it relates to project and team goals
- Ensure technical architectures and solutions represent sound directions for clients and anticipate the subsequent growth of solutions
- Use considerable judgment to determine possible alternative solutions to moderately complex problems and seek guidance on complex problems
- Articulate key aspects of archival program architecture and design (e.g. scalability, accessibility, manageability, relevance, appropriate incorporation of technology)
- Promote a clear and consistent program vision through archival solution architecture
- Present recommendations to client teams and executive management
- Take responsibility to drive consulting projects; interface with project managers/clients and coach archival program development methods and processes
- Provide support for sales and solution architects; assist in creating proposals
- Serve as a subject matter expert for building and transforming archives
- Determine methods and procedures on new assignments with guidance
- Manage small teams and/or work efforts (if in an individual contributor role) at a client or within The History Factory

## EXECUTION AND ONGOING SERVICE OPERATIONS

- Process collections of archival assets in all formats
- Build taxonomies and controlled vocabularies
- Create descriptive metadata that supports the discovery and identification of resources
- Perform activities necessary to conduct and manage digitization projects; including preparation of originals for digitization; project tracking; metadata creation and collection; and version control
- Apply information retrieval techniques to meet the research and analysis needs of knowledge workers in diverse end-user organizations
- Curate and compile archival information on subjects, themes, and interests relevant to client operational and strategic processes

## BASIC QUALIFICATIONS

- ALA-accredited Master of Library Science (MLS)
- Minimum of 5 years of experience in archives
- Minimum of 1 year of experience recommending future direction to upper-level executives/administrators

## PREFERRED SKILLS

- Excellent oral and written communication skills and presentation skills
- Ability to manage multiple projects under tight deadlines
- Strong project management and organizational skills
- Ability to work creatively and analytically in a problem-solving environment
- Able to lead small teams
- Able to manage medium to large projects
- Understanding of business parameters and drivers
- Good understanding of business case development
- Ability to articulate technical issues in business terms and vice-versa
- Ability to set own direction and leverage team skills to convert initial engagements into larger opportunities
- Experience and knowledge of major archival management technologies (legacy and emerging) + desire to continue to broaden technology skills
- Deep understanding of, and ability to apply, modern business archives management concepts
- Expert knowledge of archival processing and digitization methods, procedures, and practices
- Ability to interpret and apply data structure standards, data content standards, and data value standards
- Skill in developing information architectures and classification systems

## PROFESSIONAL SKILL REQUIREMENTS

- Ability to influence high levels of leadership within large organizations through relationship-building and strong executive-level presence
- Ability to apply creative and ingenious solutions to complex issues
- Experience with business-to-business service delivery and large, complex programs a plus
- Ability to work autonomously and independently, yet integrate appropriately with other areas within The History Factory