

<b>Position Title:</b>	<b>Archivist</b>
<b>Institution:</b>	<b><u>Cleveland Orchestra</u></b>
<b>Location:</b>	Cleveland, Ohio
<b>General Information:</b>	The Cleveland Orchestra is seeking a dedicated individual to join our team as the institution's Archivist. Reporting to the Director of Public Relations, the Archivist is manages of the Archives program for The Cleveland Orchestra, Severance Hall, and Blossom Music Center. This involves acquiring, organizing, preserving, and making accessible the semi-current and non-current historical records, as well as promoting the institution's historical heritage.
<b>Responsibilities:</b>	Primary responsibilities include: Provide information/reference/research services to the staff of the organization and to the outside world; Process the non-current and semi-current records of the organization and establish their disposition; Assist individuals and departments of the organization with special projects that require the added component of historical background or other archival expertise; and ensure the physical upkeep and continuity of the Archives.
<b>Requirements:</b>	Master of Library Science, or Master of Archival Management/ Studies required, with graduate course work in history highly desirable as well as solid foundation in classical music and music history. Prior experience in an archival setting, and ability to work well with a variety of people, including all departments of the institution, each of which have varying degrees of need for historical information. Superior computer skills including use of the Microsoft Office and Internet searching. Well-developed communication skills including prior public speaking experience. Ability to lift up to 40 lbs on a regular basis.
<b>Salary and Benefits:</b>	We offer an excellent salary and comprehensive benefits package, in addition to the opportunity to work with a world-renowned Orchestra.
<b>Application:</b>	Interested applicants please submit resume with salary requirements to (EOE):  The Cleveland Orchestra Attn: Human Resources 11001 Euclid Avenue Cleveland, Ohio 44106 Fax: 216-791-4166 <a href="mailto:HR@clevelandorchestra.com">HR@clevelandorchestra.com</a>