



**BURCHFIELD PENNEY  
ART CENTER**

*at SUNY Buffalo State*

**Position announcement:**

The Burchfield Penney Art Center seeks a Project Archivist to process the Artpark Archive Collection. This position will span 6 months and will entail completing the arrangement and description of 301 cubic feet of textual and image records. This position is contractual, offering a maximum sum of \$10,000 for approximately 526 hours of work.

The Project Archivist will coordinate the detailed inventory and reconciling of disparate components of the collection, appraising the collection for duplicate content, and conducting the arrangement and description of the collection as a whole. The Project Archivist will create a DACS-compliant finding aid for the collection, a collection-level MARC-record, and an EAD finding aid for the collection utilizing available templates. The Project Archivist will work with Archivist Heather Gring to manage interns and volunteers for the project as well.

**About the collection:**

Located on the edge of the Niagara Gorge in upstate New York, Artpark offered residencies to well-known and emerging local and international avant-garde artists working in all media. At its peak, Artpark engaged more than half-a-million people annually during the summer seasons, and between 1974 and 1984, more than 200 artists and arts groups participated in its visual arts program. Today, these artists are represented in countless public and private collections around the world.

The Artpark Archive includes approximately 180 boxes of textual records and 80,000 images in the forms of slides, contact sheets and negatives. The inventory is approximately 50% complete, and the appraisal, description, and arrangement of the collection needs to be completed.

**Qualifications:**

The ideal candidate will have a degree in Library Science with a concentration in Archival Studies, and 2 years of archival processing experience or relevant graduate experience processing complex archival collections.

Please send a resume, including three references, and cover letter, to [gringha@buffalostate.edu](mailto:gringha@buffalostate.edu). Applications will be accepted until the position is filled.