

Community Archivist: Community Digital Repository



**East Side
Freedom
Library**

Status: Part-Time, 0.5FTE (fixed-term, 20 hours p/ week)

Reports to: ESFL Executive Director and ESFL Project Manager for the Community Digital Repository

Current Salary: \$30,250.50

Duration: July 2026 to 31 May 2027

Priority Application Deadline: 17 June 2026

Position Summary

The Community Archivist will work closely with the Project Manager to support various aspects of archival projects. This role involves mapping and testing metadata schemas, and assisting with onboarding and training community partners in digital archive standards. The Project Assistant will also engage with community members to contribute knowledge and refine collection and metadata policies.

Key Responsibilities:

- **Project Support:** Provide general assistance to the Project Manager, including organizing, cataloging, transcribing, and digitizing community archival collections for maximum access.
- **Curriculum Development and Implementation:** Assist the Project Manager in developing and facilitating Art 'n Archives workshops to engage youth and other community members with the initial collections.
- **Community Engagement:** Enlist communities represented in collections to contribute knowledge and enhance the contextualization of materials.
- **Feedback and Improvement:** Collect and analyze feedback from community partners on the stewardship of their collections and suggest improvements.

Qualifications:

- Familiarity with and passion for community-driven archival practices
- Strong research skills and attention to detail

- An understanding of the importance of describing archival objects using contextual and descriptive language that is accurate and respectful of the communities represented in the collections
- Excellent communication and interpersonal skills for engaging with community partners and relationship building
- Familiarity with community engagement
- Familiarity with spreadsheets and plain text
- Ability to operate scanning equipment
- Experience using digital asset management systems such as Omeka or CONTENTdm

Preferred Qualifications:

- Graduate or undergraduate degree (preferably in one of the following fields);
Information Science, Archival Science, History, Humanities, Ethnic Studies
- A background or interest in history with a focus on marginalized histories
- A track record of learning and implementing new software programs and technologies
- Demonstrated ability to work independently and follow instructions
- Flexibility; ability to work within a small team within a small nonprofit organization
- Ability to assist the Project Manager through 31 May 2027

Don't meet all of the Preferred Qualifications?— We encourage applicants with a passion for public history and learning new skills to apply.

To Apply:

- Send resume and/ or CV to: jobs@eastsidefreedomlibrary.org
- Include a cover letter that briefly describes why you are interested in this position.

East Side Freedom Library is an **equal opportunity employer** and is committed to providing a workplace free from harassment and discrimination. We celebrate the unique differences within our small team because that is what drives innovation and the success of our work. We do not discriminate on the basis of racialization, religion, skin color, national origin, gender, sexual orientation, gender identity or expression, age, marital status, veteran status, disability status, pregnancy, parental status, genetic information, political affiliation, or any other status protected by the laws or regulations in the locations where we operate. Accommodations are available for applicants with disabilities.

About the East Side Freedom Library

East Side Freedom Library is a builder and connector. Founded in 2013, ESFL uses our collections and programs to bridge the histories of the people of the East Side (immigrants, working class, people of color, economically disadvantaged people) to a shared understanding of moving forward together. Our special collection of over 35,000 books and materials provides a basis for our work. We use these as a framework to support our community in creating new knowledge and action.

The digital repository team at ESFL works to identify and digitally preserve at-risk collections that broaden an often homogenized historical landscape. We collaborate with the communities represented in the materials throughout the digitization process to ensure materials are culturally respected, accurately described, and made accessible to all– using emerging radical archival practices. The collections that will become part of the repository offer valuable community knowledge in alignment with the ESFL mission to *mobilize community knowledge for solidarity, justice, and equity for all*.

To Learn More About Us

Visit the ESFL [website](#) to get to know our community and programming.



This project was made possible in part by the people of Minnesota through a grant funded by an appropriation to the Minnesota Historical Society from the Minnesota Humanities Center.