

ELIOT INSTITUTE

ARCHIVIST JOB DESCRIPTION

SELECTION: The Archivist will be appointed by the Eliot Board.

QUALIFICATIONS: The candidate should be willing to make a time commitment necessary to accomplish the described tasks.

REMUNERATION: This is a voluntary position.

RESPONSIBILITIES: The Archivist is charged with keeping all historical records of Eliot Institute in such a way as to ensure their integrity.

SPECIFICALLY:

- ☺ Keep all materials in logical sequence (probably yearly by type)
- ☺ Put materials in non-acid protectors when possible
- ☺ Archived materials should include
 - ◆ Eliot brochures
 - ◆ Publicity flyers, newsletters and brochures
 - ◆ Pertinent newspaper articles (i.e. "Changes", U.U. World)
 - ◆ Camp rosters and camp newsletters.
 - ◆ Board minutes
 - ◆ Camp reports
- ☺ Arrange for safe storage of these materials.
- ☺ Display materials at camps
- ☺ Make an effort to collect materials from former Eliot Board Members and camp attendees
- ☺ When possible, publicize the need for contributions

Note from Marge Lueders: The University of Washington welcomes archive materials, places them on micro-fiche I believe, and stores papers. I believe access is available on request.

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