

Archivist Job Description

- Collect, authenticate, and appraise historical documents and archival materials
- Create and maintain archives for the collection for easy retrieval of information
- Direct activities workers and staff who assist in cataloging and exhibition of archived materials
- Preserve objects, documents, and records, and copying films and audio tapes to reliable formats
- Research and record the historical significant, origin, and value of archival materials
- Coordinate and organize events and program for public sensitization about collections such as workshops, lectures, exhibition, and classes
- Establish protocols and public guideline towards accessing and using archive materials.
- Discover and locate new materials and work towards their acquisition and display.