

**BLACK ARCHIVES OF MID-AMERICA IN KANSAS CITY, INC.
KANSAS CITY, MISSOURI**

Position: Interim Administrator/Chief Archivist

The Board of Directors of Black Archives of Mid-America in Kansas City, Inc. seeks a confident, charismatic and experienced administrator to work closely with and assist the Board with organizational transition and development, for a period of up to one year, to creatively bring vibrancy to the daily life of the Archives and its role within the broader community. The Black Archives of Mid-America in Kansas City, Inc. is a not-for-profit 501(c)(3) organization whose mission is to comprehensively collect, organize, maintain and make available primary and secondary sources documenting the social, economic, political and cultural histories of persons of African American descent in the central United States, with particular emphasis in the Kansas City, Missouri region. Black Archives of Mid-America is an educational resource and provides access to its collections for research, exhibition and publication to honor our community heritage and to catalyze public awareness.

Duties:

The Interim Administrator/Chief Archivist will serve as administrator and transition leader for the Board. Work includes:

- Planning, coordinating and managing relocation of the Archives to a new facility and ribbon-cutting event.
- Managing current building facility, Archives collections and equipment to safeguard assets of the Archives.
- Providing effective leadership in the development, implementation and evaluation of programs, exhibits and/or services of the Archives.
- Providing effective leadership in fostering strategic relationships with cultural and educational institutions locally and nationwide.

Minimum Requirements:

- Subject Matter: Affinity for, and broad knowledge and appreciation of, African American history and culture. Experience in an archive or archive-related setting.
- Project Management: Demonstrated mastery of key project management skills, including change/transition facilitation, collaboration, critical and strategic thinking, organization acumen, and planning and resource management, all accomplished with an orientation to serve multiple stakeholders. Experience preparing budgets and keeping records.

- Leadership: Proven leadership skills, including the ability to establish and communicate goals which support the mission of the Archives, to develop strategies to support the goals and to gain confidence and support to achieve those goals.
- Collaboration: Ability to solicit feedback, facilitate teamwork and practice open and honest two-way communications.
- Communication Skills: Demonstrates excellent verbal, written and public speaking skills. Communicates with confidence. Disciplined, persuasive, diplomatic and principled with negotiating skills and ability to build consensus.
- Organization and Analytical Skills: Proven ability to identify and solutions. Ability to develop, research, plan, organize, implement and complete projects.
- Non-profit Operations: Knowledge of non-profit operations, including effective use of resources. Experience administering grant monies.

All of the above generally gained through completion of a four year degree in African-American Studies, Museum Studies or related field plus at least five years of responsible administrative experience. Advanced degrees in African-American History or Studies and Business and/or Non-profit Management highly desirable.

This position will be filled under a professional services contract with compensation ranging from \$45,000 to \$60,000, depending on qualifications.

How to Apply: Send letter of interest, current resume and names of three references to Black Archives of Mid-America, Inc., 2033 Vine Street, Kansas City, Missouri 64106, or send via email to bpeterson22@kc.rr.com. Applicant screening begins March 1, 2008 and continues until position is filled.

Black Archives of Mid-America in Kansas City, Inc. is an equal opportunity employer.