Professional Archivists' Development Project

Funding for professional development for working archivists

Arizona Historical Records Advisory Board

9/1/2018

This document will guide prospective applicants through the process of determining eligibility for exchange, and applying for the three available positions.

PROFESSIONAL ARCHIVISTS' DEVELOPMENT PROGRAM – 2018

- **Background and Description**
- **Criteria for Applying**
- **Suggested programs**
- **Selection Process**
- **Important Dates**

1. **Description.** This program enables practicing professional archivists to travel to an archival institution within Arizona to participate in a week long training program to enhance specific skills. The funding provides travel costs, hotels, and per diem up to $1,000 per candidate. Four institutions have offered to serve as hosts for the program, and will make staff members available for one-on-one training. Each of the selected archivists will work with archives staff from one of the participating institutions to craft the professional development program specific to their needs.   The selected candidate must produce a final report on their activities by July 31, 2019 and send it to the AHRAB board.

2. **Criteria for Applying for Internships.** This program is designed to provide continuing education for archivists in Arizona currently employed in the field.   Interested archivists must submit the application form to the Arizona Historic Records Advisory Board by October 30, 2018.

3. **Professional skills available.**   This includes:

   Accessioning
   Appraisal
   Arrangement and Description (including A & D for digital records)
   Collection Management Systems
   Exhibit Design
   EAD coding
   Reference
   Digitization (various formats)
   Cultural sensitivity
   Collection development
   Oral History
   Photography
   Preservation
   Social media
   Outreach
   Electronic Records

4. **Process.** Interested archivists submit an application to the AHRAB board. The board will select the candidates and match archivists with a participating host institution that will provide the professional development.

   Host institutions:

   a. Arizona State Archives
   b. Arizona Historical Society
   c. University of Arizona Special Collections
   d. Northern Arizona University Special Collections

5. **Selection Process.** The Arizona Historical Records Advisory Board with consultation from the host institutions will determine which applicants qualify and ensure that the host institutions can accommodate the professional development at the time and work schedule requested.

6. **Important Dates.**
   a. Applications must be submitted by: October 30, 2018
   b. Project will be completed by June 30, 2019
   c. Final report from participant due July 30, 2019

APPLICATION FOR PROFESSIONAL ARCHIVISTS DEVELOPMENT PROGRAM

Date:

Name of applicant:

Institution:

Supervisor Contact information, including a letter from the candidate's supervisor Indicating the institution's support for their candidates' participation in this program.

Brief description of the skills the applicant is interested in completing:

How will this professional development opportunity help you with your work?

Applicant resume:

1. Please check those skills you are interested in.

  ___ Accessioning
  ___ Appraisal
  ___ Arrangement and Description (including A & D for digital records)
  ___ Collection Management Systems
  ___ Exhibit Design
  ___ EAD coding
  ___ Reference
  ___ Digitization (various formats)
  ___ Cultural sensitivity
  ___ Collection development
  ___ Oral History
  ___ Photography
  ___ Preservation
  ___ Social media
  ___ Outreach
  ___ Electronic Records

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Signature of Applicant   Date

Send to:
AHRAB PADP
C/O State Archives of Arizona
1901 W. Madison Street
Phoenix, AZ 85009

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