

Rapid Response Community Archivist



Location: Remote-first with Wisconsin travel

Reports To: Executive Director

Status: Full-time, grant-funded, 16-month limited term

Annual Salary: \$60,615

Position Summary

The Rapid Response Community Archivist (Archivist) will provide culturally relevant technical expertise and targeted support to tribal libraries, archives, and museums across Wisconsin. This position is part of a larger effort to address the urgent digital preservation and curation needs of Wisconsin Native Nations, as exacerbated by the COVID-19 pandemic. The Archivist will collaborate with tribal cultural workers to mitigate the loss of critical data and at-risk knowledge, ensuring the culturally significant materials are preserved and accessible in alignment with community priorities.

Prioritizing a “slow archives” approach, this role emphasizes deep engagement, ethical considerations, and respect for cultural protocols. By focusing on relationship-building and community-led decision-making, the Archivist will help develop sustainable practices that honor Indigenous knowledge systems and sovereignty.

This is a limited-term, grant-funded position for 16 months, offering an opportunity to contribute to meaningful, community-driven initiatives that safeguard cultural heritage while creating a model for equitable archival support. The position will include both on-site and remote work, with regular travel across the state of Wisconsin to meet the needs of participating Native Nations. Wisconsin residency or willingness to relocate to Wisconsin is required for this position. Relocation assistance is not available for this position.

Key Responsibilities

- Collaborate with at least six Native Nations to address urgent digital stewardship needs. A pre-arranged project exists with the Mole Lake Sokaogon Chippewa Community.
- Work with tribal cultural workers to identify future digital stewardship projects based on urgency, cultural significance, and feasibility.
- Develop project plans and timelines in collaboration with tribal partners.
- Assist with tasks such as:
 - Cataloging collection items
 - Assessing and strategizing digitization efforts
 - Transferring materials to stable digital formats
 - Establishing policies and procedures for managing digital assets
 - Creating accessioning and cataloging policies
 - Conducting inventories

- Digitizing at-risk materials
- Leverage the Culture Keepers Collective Advisory Council to connect participants with available expertise and resources.
- Gather data and insights into ongoing digital stewardship projects.
- Provide expert guidance on established best practices for digital preservation, while respecting the sovereignty and self-determination of Wisconsin's Native Nations.
- Recommend appropriate technological frameworks and software, such as FADGI-compliant scanners and Mukurtu CMS.
- Advise on culturally appropriate metadata standards and description practices.
- Collaborate on safe handling procedures for cultural and historical resources during digitization.

Required Qualifications

- Demonstrated understanding of foundational aspects of cultural heritage and digital stewardship work, including key terminology and best practices for creating, organizing and maintaining physical and digital materials.
- Wisconsin residency, or willingness to relocate to Wisconsin.
- Access to reliable high-speed internet to facilitate remote work.
- Capacity to travel to various Native Nations in Wisconsin.

Preferred Qualifications

- Master's degree in Library Science, Archival Science, or a related field, or equivalent cultural and technical experience.
- Strong understanding of digital preservation best practices, with a focus on Indigenous information issues and digital cultural heritage.
- Experience collaborating with Indigenous communities, including knowledge of tribal sovereignty and tribal history in the Great Lakes region.
- Excellent communication, interpersonal, and collaboration skills.

Travel & Commuting Requirements

- We are a remote team with a local heart. Because our staff travels frequently to support our partners across Wisconsin, we are seeking candidates who live in-state or within a commutable distance.
- Reliable transportation for statewide travel (mileage reimbursement provided in accordance with organizational policy)

Full Time Employment Benefits

Competitive benefits include paid time off (holidays, sick leave, and vacation). Compensation will also include a monthly phone and internet stipend. As a limited term position, the position is not eligible for health insurance or other benefits through WiLS.

Working at WiLS goes beyond these benefits. [Read more](#) about how working at WiLS gives employees opportunities to grow, as well as a sense of connectedness, purpose, and agency in their work.

Work Environment & Physical Requirements

While we are a remote work environment and much of our work is conducted remotely, the person in this position will frequently be placed in Native Nations throughout Wisconsin. Candidates must be located in Wisconsin for this reason. The role routinely uses standard office equipment such as a computer, phone, and video conferencing tools. This role has both a flexible work environment and a flexible schedule. Work hours are between 7:00 am and 6:00 pm with a full time work week of no more than 45 hours.

Physical work environments at project sites will vary and are somewhat unknown until the remaining project partners are chosen. WiLS will work with the selected candidate on reasonable accommodations as needed.

Reasonable accommodations may be granted using our ADA interactive process to enable individuals with disabilities to perform the essential functions of the position.

Work Authorization & Employment Eligibility

Employment is contingent upon:

- Successful completion of employment eligibility verification (Form I-9)
 - Ability to provide documentation verifying identity and authorization to work in the United States

Background Check & Contingencies

WiLS is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, protected veteran status, or any other basis protected by applicable law and will not be discriminated against on the basis of disability.

Final candidates may be required to successfully complete:

- A criminal background check consistent with applicable state and federal laws
- Reference checks

Employment offers are contingent upon the successful completion of all required screenings.

Application Information

This position will remain open until filled, and applications are reviewed on a rolling basis. Well-qualified candidates may be contacted for an interview at any time, so early application is encouraged. To apply, send a cover letter, resume, and contact information for two professional references to ehughes@wils.org. **Please ensure that your cover letter or resume addresses all required qualifications.**

Email Erin Hughes, WiLS Digital and Community Outreach Archivist, at ehughes@wils.org with any questions about this position or the application process.

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