

# ALONZO KING LINES BALLET

**Title:** Archivist

**Location:** Hybrid with ability to access materials at LINES (Office HQ is in San Francisco, Civic Center area)

**Classification Type:** FT - Exempt

**Reports to:** Creative Director

**Salary:** \$70-80K

**Start Date:** April 2024

## ABOUT ALONZO KING LINES BALLET

Alonzo King LINES Ballet was created with the purpose of touching hearts and stirring minds through dance. Named as a choreographer with “astonishing originality” by the New York Times, Alonzo King has guided **Alonzo King LINES Ballet** with his unique artistic vision since 1982. The organization has been recognized for its critically acclaimed Company performances around the world, its unique musical collaborations, and transformative education programs that nurture creativity, self-discovery, empathy, and risk-taking.

With each artistic collaboration, LINES Ballet investigates deeply rooted affinities between Western and Eastern classical forms, elemental materials, the natural world, and the human spirit. At LINES Ballet, the artistic investigation is infinite and essential for it leads to what unites us as human beings: empathy, joy, and the ability to transcend. Alonzo King LINES Ballet embraces a spirit of inquiry and openness to change combined with a reverence for legacy and history.

LINES is supported by a working and generous board of directors. Our 2024 annual budget is \$6 million and growing. The organization enjoys broad support from donors across the country and has recently been awarded major grants from leading foundations that support artistic excellence, innovation, strategic growth, and a commitment to diversity.

We invite you to learn more about us here: <https://linesballet.org/>

## POSITION SUMMARY

The Project Archivist will play a key role in helping document and tell the story of Alonzo King LINES Ballet 42-year dance legacy. This Project Archivist will be responsible for contextualizing and arranging the collection of materials, including audiovisual elements, photographs, correspondence, design materials, programs, costumes, artifacts, and memorabilia, etc.

## ESSENTIAL DUTIES & RESPONSIBILITIES

- Execute the assessment, inventory, cataloging, arrangement, and description of all materials in the LINES Archive according to standards such as DACS (Design and Artists Copyright Society) or ISAD (International Standards Archival Descriptions).

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- Manage the physical and environmental storage conditions for the LINES Archive. This may include processing/transferring collection materials to/from storage ensuring all items are secured and preserved.
- Ensures the LINES Ballet archive follows best practices for preservation. May include as applicable:
  - Survey and determination of appropriate levels of descriptive detail necessary to facilitate discovery and access for processed collection materials.
  - Rigor and awareness of any restrictions based on legal agreements, copyright and privacy law, preservations assessments or related concerns
- Develop policies and procedures for managing and preserving LINES Archive.
- Works in collaboration with Creative Director, Development/Marketing teams and LINES staff.
- Responds to both external and internal requests for information.
- Oversees any support staff such as researchers, volunteers or interns supporting LINES Archive.
- All administrative work generated by the above.

## EDUCATION REQUIREMENT

- ALA-Accredited Master's degree in Library Science or relevant academic discipline. In lieu of advanced education, significant practical experience managing an archival collection to a professional standard.

## EXPERIENCE & ATTRIBUTES

- Considerable experience working as an archivist.
- Experience assessing, arranging, and describing and cataloguing archival collections to ISAD (G) standards that includes multiple formats.
- Familiarity and experience with collections management.
- Deep knowledge of conservation principles and safe handling of multiple formats such as paper, A/V, props/objects, and costumes.
- Strong time/project management skills and ability to balance short and long-term objectives while tracking and maintaining progress.
- Excellent written/verbal communication skills with strong presentation skills.
- Ability to work independently as well as in collaboration with different people/entities within and outside of LINES Ballet including collection curators and collaborators.
- Forward thinker and problem solver – can recommend appropriate resolution to issues as they arise.
- Evidence of engagement in relevant professional, artistic, or academic communities.

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## OTHER RELEVANT KSA's (Knowledge, Skills, Abilities)

- Experience applying library and archival descriptive and metadata standard (e.g. Describing Archives: A Content Standard (DACS), Encoded Archival Description (EAD), Metadata Object Description Schema (MODS)
- Ability to rapidly learn and implement new descriptive practices adopted by LINES.
- High level of proficiency with computers and applications including Google Workspace, Slack, Microsoft Office, WordPress
- Demonstrated commitment to diversity, equity and inclusion.
- Must be able to maintain confidentiality with sensitive or restricted information.
- Knowledge of and interest in dance and issues in documentation/preservation of dance or performing arts preferred.

## PHYSICAL REQUIREMENTS

- Most of the time sitting, performing desk-based computer tasks.
- Occasional stand/walk, climb ladders and stairs, twist, bend/stoop/squat, kneel/crawl, lift/carry/push objects that weight up to 25 pounds.
- Occasional heavy lifting and working at height (training and adjustments can be provided if required).
- Consistent with its obligations under the law, LINES Ballet will provide Reasonable Accommodation to any employee with a disability who requires accommodation to perform the essential functions of this job.

LINES embraces a workforce that reflects the exceptional diversity of the Bay Area and our country. Equal employment opportunities are available to all applicants without regard to race, color, religion, age, sexual orientation, sex, gender identity and expression, national origin, physical and mental disabilities, marital or partner status, pregnancy and military status.

The Company offers generous benefits, including a hybrid work environment, 100% Employer paid health plan, dental and vision coverage, pre-tax commuter benefits, 403(b) retirement plan, generous paid time off, and unlimited discounted dance classes for full-time employees. LINES Ballet is an equal opportunity employer.

**To apply:** Please send a cover letter and resume to Anne Cliatt, Director of Human Resources, at [Anne.Cliatt@linesballet.org](mailto:Anne.Cliatt@linesballet.org).