

Our mission at the Minnesota Vikings is to *Advance the Vikings legacy through the passionate pursuit of excellence.*

*We strive to achieve, we put the team first, we seek to learn, we exhibit high character, and we are committed to a diverse, equitable and inclusive environment.*

**SUMMARY:** The Archives Associate position is a full-time position from June to May for recent graduates of a bachelor's degree in an area related to the library sciences, archives, history, sports journalism or sports marketing. The Archives Associate will assist the Sr. Manager of Digital Assets & Archives with processing and cataloging media content and artifacts located within the Vikings Museum & Archival Collection. This position will allow the associate a unique opportunity to explore archival processing with digital assets, publications, works on paper, and three-dimensional collections of the Minnesota Vikings. Furthermore, the associate will work with various teams to explore content production, marketing, museum programming and curation.

Associates will take part in the Vikings exclusive Leadership Development Program. This program will provide regular opportunities for professional development, exposure to organizational leadership and the ability to develop skills critical for the Associate's future career growth. A fundamental part of the program will include clearly defined goals between the Associate and their Supervisor that will be tracked and measured for progress throughout the term of the program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Oversee the execution and completion of archival projects and tasks.
- Process and tag digital assets into Widen, the Vikings' Digital Asset Management system.
- Catalog artifacts using Argus, the Vikings' Collection Management system.
- Digitize assets, including but not limited to, photographic prints, slides, Vikings publications and works on paper.
- Use proper archival preservation techniques to house and store assets.
- Assist with asset and research requests.
- Assist with curation of exhibits and displays upon demand.
- Other tasks as assigned.

**QUALIFICATION REQUIREMENTS:**

- Use of museum and archival best practices for handling, storing, and preserving assets.
- Experience working with library and special collections.
- Experience handling and processing archival materials.
- Experience with digital preservation.
- Strong interest in Minnesota Vikings and football history.
- Strong research skills and attention to detail.
- Ability to work independently and ask questions.
- Ability to maintain focus while working on several projects at once.
- Strong verbal, written, organizational, time management and interpersonal communication skills.
- Experience working with copiers, scanners, digital media such as CDs, online catalogs, as well as computer programs such as Microsoft Word, Outlook, and Excel.

**CONFIDENTIALITY REQUIREMENTS:** *This position may require the individual to have access to confidential records and information. To successfully perform this position, confidentiality of the information with which the individual has contact must be maintained.*

- Maintain confidentiality as well as follow corporate policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ability to lift and maneuver 40-50 pound boxes.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**The Minnesota Vikings are committed to creating and sustaining a culture for you. Whoever you are, we are an organization that embraces and empowers people of all backgrounds and experiences and incorporate diversity, equity, and inclusion into the foundation of everything we do. We are proud to have a culture that empowers our people to harness their uniqueness to develop their full potential as a contributor to the success of the organization and the communities we serve. The Minnesota Vikings are an equal opportunity employer, and we continue to commit to creating equitable opportunities by ensuring that our place can be anyone's place.**