Easter Island Statue Project, Santa Monica, California
Archives Manager / Editorial Research Assistant

Organization Project Description:
Easter Island Statue Project (EISP) is a non-profit organization supporting an archaeological inventory of monolithic sculpture on Rapa Nui (Easter Island). The leading project of this year is the publication of an atlas of Easter Island statues. Please read more about our project at www.eisp.org.

Position:
Full-time (40 hrs/week) archives manager with editorial and research duties, on-site in Santa Monica office (225 Arizona Avenue) for 6 months guaranteed and up to 1 year, subject to personnel review. Initial interviews will be conducted online, with later in-office interviews and work beginning in June 2021.

Archives
- Manage analog and digital archives, catalogs, and inventories: filing, catalog data-entry, keywording
- Execute research requests and update procedures for image acquisition (scanning, editing, filing), database queries (retrieving files and data, running summary counts), data suits, bulk data import and export
- Process and manage documents for incoming and outgoing image permissions licensing
- Implement scheduled backups of all hard drives

Editorial
- Research support and fact-checking
- Image sourcing and permissions clearance, write and edit image captions
- Copyedit and proofread database entries, manuscripts, bibliographies, and glossaries for consistent compliance with grammar and style guides
- Assist in preparation of PowerPoint slides and reports

Administrative
- Schedule meetings, coordinate between staff and volunteers, track project status
- Respond to public correspondence and calls, process donations and invoices
- Edit and create new WordPress website posts

Essential Skills and Experience:
- Publication editorial process: tracking versions, bibliography formatting, proofreading, following style guides, requesting image permissions.
- Academic research: Knowledge and experience with academic sources, databases, and request procedures. Experience in handling and organizing archival primary materials.

- Workflow management: Quickly access work status and determine procedures/solutions, prioritize large amounts of variable information, document procedures and instructions. Self-sufficient, ability to work independently, efficient time and resource management skills.
- Very detail-oriented, strong visual memory for identifying images and consistency compliance.
- Additional useful skills and interests: Spanish language, experience in digital humanities, archaeology, Polynesian studies, archival best practices.
- Responsible handing of confidential files. References and background check will be conducted after interviews.
- Software proficiency and knowledge:
  - Microsoft Office/Google Office: Word, Excel, PowerPoint, Access. Ability to manage tracked edits, footnotes, compile spreadsheets, create basic formulas and charts, create and edit Powerpoint slides.
  - Digital asset management software: Experience using image catalogs and organizing digital assets, setting up data keywords, running data import and exports. EISP currently uses IMatch for its image catalog.
  - PC Windows-based computers: basic troubleshooting and maintenance, sync and mirror backups
  - Additional software experience: Adobe Creative Suite: Photoshop, Illustrator, Bridge: basic editing of images and graphics. Wordpress: post editing.

Compensation:
$25.00 per hour (40 hours per week); health insurance reimbursement up to 50% of selected plan; free daily parking, 225 Arizona Avenue (Santa Monica value $130 per month); selected paid holidays and personal days (TBD)

Application:
Please send your resume/CV, relevant links or work samples, and questions to Alice Hom: mail@eisp.org. We will be conducting interviews with qualified applicants throughout May and June.