



Job Title: Archives Assistant
Reports to: Head of Archives

520 Sixteenth Street South
Birmingham, Alabama 35203
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hr@bcri.org

The Birmingham Civil Rights Institute (BCRI), founded in 1992 and inspired by Rev. Fred L. Shuttlesworth, a bold, charismatic minister who used his pulpit to forcefully protest Jim Crow segregation despite three dynamite attacks on his church. BCRI is an educational, cultural and research center that promotes a comprehensive understanding for the significance of the Civil Rights Movement in Birmingham. BCRI is part of the Birmingham Civil Rights National Monument established on January 12, 2017 by former President Barack Obama. BCRI's mission is to interpret the past realistically, promote understanding of the present and foster racial equality and civil and human rights for present and future generations.

BCRI is an Equal Opportunity Employer. The Institute does not discriminate because of age, sex, religion, race, color, creed, national origin, alienage or citizenship, sexual orientation or any other factor prohibited by law. The Institute hires and promotes individuals solely on the basis of their qualifications for the job to be filled. The Institute encourages all qualified candidates to apply for vacant positions at all levels. This description shall not be construed as a contract for a specific period of employment.

Overview

Assists in maintaining an orderly system for introducing additional records and documents to the archives and the development of finding aids; conducts inventories and surveys of records; assists in updating materials available in the Resource Gallery

Responsibilities

- Assist patrons with research questions
- Conducts inventories and surveys of records and documents
- Maintains periodical and book collections
- Maintain Institute records
- Maintain library/audiovisual equipment
- Update materials in Resource gallery

Preferred Schedule

TBD Monday - Friday

Application Instructions

Please submit resume and cover letter to hr@bcri.org.

***About BCRI:** The Birmingham Civil Rights Institute is a cultural and educational research center that promotes a comprehensive understanding for the significance of The Civil Rights Movement in Birmingham. For nearly three decades, we have enlightened each generation about civil and human rights. A part of the Birmingham Civil Rights National Monument and an affiliate of the Smithsonian Institution, we stand strong as the cornerstone of the civil rights story, a living memorial with an ongoing mission.*