



**Pimería Alta Museum  
Archive Project  
136 N. Grand Avenue  
Nogales, AZ 85621**

## **JOB DESCRIPTION FOR ARCHIVISTS**

Located on the southern border region, Pimería Alta Museum has an opportunity to preserve and share invaluable resources. For generations the descendants of pioneer families of this area have bequeathed their collections to PAHS. Pimería Alta Historical Society & Museum, located in downtown Nogales, Arizona seeks two professional archivists to work on a federally funded project. **Pimería Alta Museum Archive Project** plans to digitize the extensive collection of documents, photographs, maps, audiovisual materials and more.

Prior experience cataloguing archives; PastPerfect software knowledge is helpful.

Bilingual English/Spanish is preferred; not required.  
Housing stipend may be available.

Applicants will need to have excellent organizational and communication skills, an understanding of biculturalism and some knowledge of Mexican border, have minimum of one year experience with archiving, cataloguing, or museum curatorial organizations, and be prepared to work closely with others. Aptitude in using digital equipment and enthusiasm to learn will also be considered. Project Manager will oversee the work and archivists will help supervise volunteers and staff members. Grant period will begin January 2024.

Education requirements : M.L.S. preferred, B.A. or B.S., Public History and Museum Studies

Salary : \$45,000-\$50,000 per year

To apply :

Contact to arrange for a brief preliminary interview to explain job time frame and housing :  
Christine Courtland (520) 313.7922

After a call back, submit a cover letter of interest, a resume, and 3 professional references :  
[christinecourtland@gmail.com](mailto:christinecourtland@gmail.com)

Or by mail ATTN Christine Courtland,  
PAHS & Museum,  
136 N Grand Avenue, Nogales, AZ 85621

## JOB DESCRIPTIONS FOR PAID STAFF & VOLUNTEERS

Located on the southern border region, Pimería Alta Museum has an opportunity to preserve and share invaluable resources. For generations the descendants of pioneer families of this area have bequeathed their collections to PAHS. We are please to offer several positions to those who qualify.

Pimería Alta Historical Society and Museum located in downtown Nogales, Arizona seeks staff to work on a federally funded project to digitize its extensive collection of documents, photographs, audiovisual materials and more. Paid staff assistants and volunteers are needed to work on the **Pimería Alta Museum Archive Project**. Work will include assisting with organizing, scanning and storing materials, data entry, and other activities.

Prior experience with digital equipment, data entry, general job experiences  
Bilingual English/Spanish is preferred; not required.

Applicants will need to have organizational and communication skills, an understanding of biculturalism and some knowledge of Mexican border, and be prepared to work closely with others. Aptitude in using digital equipment and interest in history will also be considered. Project Manager will oversee the work and archivists will help supervise staff members and volunteers. Grant period will begin January 2024, for one year minimum.

Positions for paid staff positions are part time, twenty hours per week.  
Paid staff positions : \$15 per hour

### **To apply :**

Contact to arrange for a brief preliminary interview to explain job time frame :  
Christine Courtland (520) 313.7922  
[christinecourtland@gmail.com](mailto:christinecourtland@gmail.com)

**Paid staff :** After a call back, submit a brief letter of interest including job experience, and two-three professional references to [christinecourtland@gmail.com](mailto:christinecourtland@gmail.com)  
Or by mail ATTN Christine Courtland, PAHS & Museum,  
136 N Grand Ave., Nogales, AZ 85621

**Volunteers** will be part time, flexible schedules and also twenty hours a week. If interested, please call Christine to reserve a spot and to discuss your preferred schedule.