



Job Title: Bloomberg Philanthropies Archivist at the Santa Fe Opera

Department: Media & Public Relations

Reports to: Director of Media & Public Relations

Classification: Full-time, for a two-year grant-funded position (March 2025 - March 2027), with the opportunity to renew on a part-time or consulting basis from April 1, 2027

Compensation: \$55,000-65,000

Position Overview:

The Bloomberg Philanthropies Archivist at the Santa Fe Opera is responsible for cataloging, preserving and curating the institution's extensive historical records, artistic materials and organizational artifacts. This role involves establishing processes for managing the opera's physical and digital collections, ensuring access for internal and external stakeholders and contributing to projects that celebrate and document the legacy of the opera. The ideal candidate will have a passion for performing arts, familiarity with digital asset management systems and a commitment to archival excellence.

Key Responsibilities:

- **Collection Management**
 - Develop and implement archival systems and practices to ensure a centralized catalog and the longevity of materials.
 - Maintain and organize the Santa Fe Opera's archives, including programs, photographs, audiovisual recordings and administrative documents.
 - Oversee acquisitions, ensuring the collection reflects the Opera's ongoing contributions.
- **Digital Preservation**
 - Participate on the project team responsible for identifying and implementing digital asset management (DAM) system software and hardware.
 - Lead the digitization of historical records and programs to expand access and preservation.
 - Manage metadata and ensure proper documentation of digital assets.

- Stay current on digital archiving trends and technologies to implement and maintain best practices.
- **Research and Outreach**
 - Assist staff, researchers and media representatives in accessing materials for educational, promotional, artistic and fundraising purposes.
 - Partner with Media & PR, Marketing, Development and Community Engagement teams to showcase archival content on company website and in publications, exhibits and media projects.
 - Contribute to the opera's storytelling efforts by providing historical context and materials.
- **Policy Development**
 - Establish and maintain archival policies, including retention schedules and access guidelines.
 - Ensure compliance with copyright and intellectual property laws in the management of archival materials.
- **Collaboration and Leadership**
 - Work closely with the Media & Public Relations department to highlight the opera's history in campaigns and content programming.
 - Lead interns and volunteers assisting with archiving tasks.
 - Represent the Santa Fe Opera at professional archival or cultural heritage conferences.

Qualifications:

- **Experience:**
 - A combination of education and 3+ years of experience in archival management, preferably within performing arts or cultural institutions.
 - Familiarity with cataloging systems, metadata standards (e.g., Dublin Core, LOC MODS schema), and digital asset management tools.
 - Master's degree in Archival Studies, Library Science, History, or a related field preferred
- **Skills:**
 - Strong organizational and project management skills.
 - Proficiency with audiovisual materials and knowledge of preservation techniques.
 - Excellent communication and collaboration abilities.
 - Demonstrated ability to utilize digital archiving solutions.

The compensation and level of this role are flexible based on the variety of experience and qualifications brought forward by candidates. While all candidates may not meet every qualification listed, we encourage you to apply if you have some of the qualifications and a strong eagerness to learn.

Personal Attributes:

- Passionate about preserving cultural and artistic legacies.
- Detail-oriented with a commitment to accuracy.
- Proactive and resourceful in problem-solving.

Work Environment:

- Based on-site at the Santa Fe Opera.
- Some physical activity, including lifting and moving archival materials up to 40 lbs.

Application Process:

To apply, please submit a resume, cover letter, and examples of archival work or project summaries to humanresources@santafeopera.org. Applications will be reviewed until the position is filled.

The Santa Fe Opera is an Equal Opportunity Employer and encourages applications from diverse backgrounds.

Ability to Commute

- 301 Opera Drive, Santa Fe, NM 87506 (Required)

Ability to Relocate

- Santa Fe, NM 87506: Relocate before starting work (Required)

This job description in no way implies that these are the only duties to be performed by the employee occupying this position. The fundamental job requirements are included, and these are the essential job functions. Employees will be required to perform any other job-related duties assigned by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

The Santa Fe Opera supports employees with its robust safety program, devotion to environmental sustainability and commitment to equity, diversity and inclusion while setting the industry standard for stagecraft. The Santa Fe Opera has an industry-wide reputation as an excellent employer, providing rewarding opportunities amid a setting of great natural beauty. As an Equal Opportunity Employer, the Santa Fe Opera celebrates diversity and inclusion. We do not discriminate against any employee or job applicant on the basis of race, color, religion, national origin, creed, gender, sexual orientation, pregnancy, disability, age, veteran status, political affiliation or philosophy. All qualified applicants are encouraged to apply.