

Position Available: Archivist

Firm: Richard Meier & Partners Architects LLP, Los Angeles

Richard Meier & Partners is world-renowned for creating innovative, critically acclaimed architecture. Our best-known projects include The Getty Center in California; the Museum of Contemporary Art in Barcelona; the High Museum in Atlanta; and the Jubilee Church in Rome. We are seeking a part-time archivist to manage the archives of the firm's Los Angeles office.

Responsibilities: The successful candidate will manage all activities related to the organization, preservation and storage of the firm's Archive. They will ensure that appropriate content, access and archiving protocol standards are employed and adhered to, consistently by all firm members. The Archive includes paper files, drawings, sketches, models, presentation materials, photography, product design objects, artwork, publications and audio/video tapes. Formats include both paper and digital assets.

Archival resources will be managed and updated in conjunction with office to create lists, bibliographies, website updates, awards submission proposals, lectures, new business presentations, exhibitions, catalogues and books.

Additional responsibilities include the organization and maintenance of the firm's Product Library and Samples Room, the coordination of all materials for exhibition loans and assisting the firm's office with any publications, award submissions and new business development efforts.

The position requires a flexible team player and the candidate must be able to list at least 30 pounds due to the weight of the drawings. A background or demonstrated interest in art and architecture is a plus. We are currently looking to fill a part-time position, but please let us know if you would be available to work full-time.

Richard Meier & Partners Architects LLP is an Equal Opportunity Employer.

Send cover letter, resume, and salary requirements to:

Bianca Tartaglia, Office Manager: btartaglia@rmpla.com