

**Massachusetts Historical Society
Administrative Assistant and Logistics Coordinator,
Collections and Content Development**

The Massachusetts Historical Society, America's oldest historical society, is seeking a full-time Administrative Assistant to work with its Publications Department in the Collections and Content Development division. The Publications Department of the MHS manages the publication of the Society's annual journal (*MHR*), printed books and multivolume editions, and digital editions, as well as other projects. The Administrative Assistant is a key member of the Publications Department, whose administrative and technical support ensures timely, accurate, and complete production of the MHS's various publications.

This is an early-career position for a person who enjoys administrative organization work and is interested in a career in nonprofit or academic print and digital publishing.

Overview: The Administrative Assistant (AA) provides administrative support to the MHS Collections and Content Division (CCD) by facilitating the production of the MHS's digital and print publications. The AA coordinates the administrative functions necessary to the department's editorial workflow, print and digital production, permissions management, distribution and royalties, inventory, and internal and external communication. The Administrative Assistant will work primarily in the Publications Department, with occasional assistance provided to the Adams Papers Editorial Project and Collections Services. As Logistics Coordinator for the Primary Source Cooperative, the AA also participates in a cooperative publishing platform for digital scholarly editions, hosted by the MHS.

The ideal candidate will be someone who enjoys moving through a variety of tasks and engaging with their colleagues. The AA will provide support with communications, file and inventory management, book distribution, meeting arrangements, and documentation, and will also assist with proofreading and annotation of the MHS's publications.

Reporting Relationships: This position reports to the Editor of Publications.

Schedule and Work Location: This is a full-time position, primarily working during the Society's 35-hour workweek, Monday-Friday, 8:00AM-5:00PM. This position works primarily on-site at the MHS's Boston headquarters, with some remote work possible.

Major Responsibilities:

- Manage all book and periodical stock, sales, and royalty tracking, including managing vendor, permissions, and subscriber relations and communications.
- Manage publications queries and publications permissions requests.
- Support Publications Department meetings and meetings with internal and external publications and project partners.
- Support administrative aspects of production, including managing CIP, BIP/Bowker, and copyright filing information; illustration and image file research, permissions requests, and documentation.

- Participate in collation, verification, and proofreading in accordance with in-house stylesheets in furtherance of editorial quality control and historical collation.
- Provide daily administration of the Publications Department's data, systems, and reporting, including meeting minutes, web analytics, expenses, invoicing, royalties, and filing and organization systems.
- As Logistics Coordinator, Primary Source Cooperative: provide primary administrative support for the Society's digital edition publishing cooperative, working across MHS departments and (number of external partners) cooperative members' teams.

Requirements:

Education:

- Bachelor's degree strongly preferred, in history or related field (applicants without a degree but with four or more years of direct experience providing administrative assistance to a publication are welcome to apply).

Experience:

- Experience in office administration, especially for publishing, with strong background in research and writing skills
- Experience working with a variety of computer programs, especially to manage data and generate reports
- Experience working in publishing, non-profit, or academic environments preferred

Skills:

- Proficient in Adobe Suite, Microsoft Office Suite and/or cognate document suites
- Strongly proficient in MS Word, Excel, Outlook (calendar and email), and Zoom
- Some familiarity with XML, HTML, CSS, web analytics
- Prior experience working with database systems to manage publishing inventory, subscriptions, and distribution/royalty data
- Ability to learn new technical systems
- Attention to detail and ability to manage multiple project timelines and details
- Prior experience working with external vendors and/or project collaborators
- Strong communication and relationship management skills
- Familiarity with style guides (especially Chicago Manual of Style) and strong grasp of grammar
- General knowledge of Massachusetts and American history; prior knowledge of MHS publications and collections preferred but not required

Travel: Minimal

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Application Procedure and Hiring Process:

Please submit cover letter, resume, and three references to Erika Barrie, Director of Human Resources, erikabarrie@masshist.org. Incomplete applications will not be considered.

Applications received by April 15, 2025 will be given preference.

Compensation and Benefits:

Annual pay: \$41,000- \$46,000/year, depending on experience.

Full-time employees are eligible for benefits on their first day of work. The MHS offers a generous benefits package including:

- Medical, dental, vision, life, and disability insurance
- Medical and dependent care flexible spending accounts
- Vacation starting at three weeks plus 12–14 holidays per year
- Paid sick time
- Retirement benefits with an employer match of up to 4%
- Pre-tax commuter benefits and a monthly public transportation incentive
- Reciprocal entrance to local education and cultural institutions

Pre-Hire Requirements:

MHS requires proof of a vaccination for COVID-19 for all employees. As part of its offer process, MHS will conduct a reference, education verification, and criminal background check for any finalist. We are not able to sponsor visas.

Equal Opportunity Statement:

The MHS is an equal opportunity employer committed to hiring and maintaining a workforce whose diverse experiences and backgrounds further our mission to tell all Americans' stories. Applicants need not meet 100% of all job qualifications in order to be considered as candidates. Interested candidates in need of accommodation in the application process may contact our HR Director, Erika Barrie, at erikabarrie@masshist.org or 617-646-0581.

A full copy of the job description is available upon request.