Administrative Assistant and Logistics Coordinator, Collections and Content Development

Since its founding in Boston in 1791, the Massachusetts Historical Society has preserved and communicated resources that advance the study of American history, life, and culture. The MHS is committed to the principle that knowledge of our nation’s past is fundamental to its future, and we aim to be inclusive, open, and fair in all that we do.

The Massachusetts Historical Society seeks an energetic and intellectually curious administrative assistant (AA) to provide crucial support in its Collections and Content Development division. The AA will work alongside two editorial teams based at the Society and participate in an innovative grant-funded initiative that is developing a digital scholarly publishing platform. This is a full-time (35 hours per week), entry-level position that is available from November 2022.

The administrative assistant will divide their time primarily between the Adams Papers Editorial Project and the Publications Department and will report, respectively, to the director of each department. Additional time will be allocated, as needed, for executive staff support in Collections Services. 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.

Primary Duties

- Fielding permissions and reference inquiries
- Liaising with distributors and documenting royalty payments
- Maintaining databases
- Preparing invoices and mailing lists
- Taking and distributing meeting minutes
- Preparing reports.
- Document or reference imaging
- Quality control checks and/or fact checking

Schedule and Logistics

The position will be available from November 2022 and includes an option for a hybrid work schedule. The salary range for this position is $40,000–$46,000 with a competitive benefits package. MHS staff members must abide by the protocols established because of the current public health crisis, including proof of vaccination and recent boosters.

Qualifications and Skills

- Bachelor’s Degree or equivalent work experience
- Excellent written and oral communication skills
- Proficient with Microsoft Office (esp. aptitude with Word and Excel) and Adobe Acrobat
- Experience coordinating schedules for virtual (mainly Zoom) and in-person meetings
- Ability to work independently on multiple projects and deadlines
• Attention to detail
• Strong organizational skills

Preferred Qualifications
• Experience working in a nonprofit organization
• Experience working in a publications office
• While a history degree is not necessary, a sincere interest in history and/or archival records is a plus

Application Procedure
Please email a cover letter, résumé, and names of three references to Sara Martin, Editor in Chief, The Adams Papers, saram@masshist.org.

The Massachusetts Historical Society is an equal opportunity employer.
The Society aims to be a diverse workforce that is representative, at all job levels, of the citizens we serve. Candidates of all backgrounds are welcomed and encouraged to apply. We are committed to creating a workplace free from harassment and discrimination on the basis of race, color, ancestry, religious creed, gender identity and expression, national or ethnic origin, sex, sexual orientation, pregnancy, age, genetic information, disability, military or veteran status, or any other category protected by law (also known as membership in a "protected class").