

Archivist

Supervisor: Chief Marketing Officer

Department: Marketing and Communications

Date Created or Revised: August 2026

Purpose

The purpose of the archivist is to preserve, protect and promote the historical legacy of Gamma Phi Beta through the thoughtful stewardship of physical and digital archival materials. Through policy development, collaboration with archival partners and support of collegiate and alumnae groups, this role ensures the Sorority's history is preserved for future generations.

Responsibilities

- With oversight and approval from the chief marketing officer, develop and maintain the policy manual for Gamma Phi Beta's archival collections, including guidelines for the retention and preservation of both physical and digital materials (emails, social media and other born digital content).
- Administer policies and procedures for the collection, organization and long-term preservation of the Sorority's historical assets.
- Partner with HistoryIT to ensure proper care, management and digital stewardship of archival materials.
- Establish digitization priorities and workflows, collaborating with HistoryIT to implement them effectively.
- Seek, evaluate and acquire new materials and artifacts for the archives; make informed decisions about acceptance, storage and display based on historical significance and archival best practices.
- Identify, plan and execute conservation and restoration projects to protect and extend the life of archival materials.
- Support collegiate chapters and alumnae groups in documenting their histories by providing training, guidance and resources on artifact care, storage and documentation practices.
- Collaborate with the historian to develop educational presentations, programs and workshops that highlight Gamma Phi Beta's history and values.
- Alongside the historian, identify opportunities to share the Sorority's history with broader audiences, including campus partners, alumnae groups, community organizations and conferences.
- Promote the celebration and visibility of Gamma Phi Beta's history at Sorority events.
- As requested, participate in planning meetings with the Gamma Phi Beta Foundation, International Council (IC), historian and HistoryIT to align archival priorities and future initiatives.
- Collaborate with the historian to support research requests and storytelling initiatives.

Expectations

- This role requires 10-20 hours per month, on average.
- Volunteers in this role will be expected to travel three to five days per year. Travel may include REAL Leadership Institute (RLI) and Convention in alternating summers.
- Volunteers in this role will be expected to participate in the Belonging, Equity, Diversity and Inclusion (BEDI) Summit. The BEDI Summit is a synchronous, virtual program.
- Meet all expectations as outlined in Gamma Phi Beta's [Appointed Volunteer Expectations Agreement](#).

Preferred Competencies and Experiences

- Learn for a Lifetime
- Grow with Others
- Gamma Phi Beta Knowledge
- Work or volunteer experience with archive or museum collections
- Comfort with digital-born materials, cloud storage, scanning, metadata entry and content management systems
- Ability to collaborate effectively in a virtual team environment
- Ability to independently manage priorities and long-term projects
- Effective, clear and timely written and verbal communication
- Excellent interpersonal and relationship-building skills
- Member of Gamma Phi Beta Sorority with enthusiasm for preserving the history of the organization

