

# LA as Subject Archival Residency Program FAQ

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To help expedite the application process, we are providing answers below to the most frequently asked questions about the 2018 LA as Subject Residency Program. For further information, please do not hesitate to contact project coordinator Marianne Afifi at [marianne.afifi@csun.edu](mailto:marianne.afifi@csun.edu).

## **What exactly is the LA as Subject Residency Program?**

*It's a two-year post-graduate employment opportunity to gain on-the-job archivist experience at different archive collections in the L.A. and surrounding areas. Resident Archivists will work on professional-level projects, applying archival and digital standards and practices to make local collections accessible. They will learn from professionals and scholars in the field and gain experience in working with community archives to assess and/or complete digital projects. Resident Archivists are also expected to make educational presentations to LAAS members and attend relevant meetings and conferences.*

## **What is the salary?**

*\$55,000 hiring maximum, plus benefits.*

## **How is the program funded?**

*The program is funded through a federal Laura Bush 21st Century grant awarded by the Institute for Museum and Library Services (IMLS).*

## **How many Resident Archivists will be hired?**

*Three. One will be hosted by the California State University Dominguez Hills (CSUDH), one will be hosted by the California State University Northridge (CSUN), and one will be hosted by the University of Southern California (USC). These host sites will be referred to as the Hubs.*

## **How long is the residency?**

*The residency is two years long, starting no later than May 1, 2019, and ending April 30, 2021.*

## **Who is eligible to apply?**

*Anyone who has graduated from an ALA-accredited library or information studies master's degree program in December 2016 or after is eligible to apply. Preference will be given to graduates who have a background in archival studies. Recent master's level graduates in other relevant fields are also welcome to apply.*

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**I graduated in January 2017. Am I eligible to apply?**

*Yes.*

**I won't graduate till December 2018. Am I eligible to apply?**

*Yes. However, if you are selected for an interview you must provide proof of graduation before the interview can take place.*

**I am graduating in June 2019. Can I be considered for the residency?**

The residency starts on May 1, 2019, therefore June 2019 graduates cannot be considered for the position.

**Why are you only accepting applicants that graduated in the past two years?**

*Residencies, by their very nature, are created specifically for recent graduates who are entering the profession. Most residency programs limit their eligibility to new professionals who graduated within the prior one or two years.*

**Do I have to have archival experience to qualify?**

*No. However, like in most hiring situations, the more you know about the area, the stronger your application.*

**How do I apply?**

*Each host institution has its own application process. Links to the three applications are available at [https://laasubject.org/residency\\_program](https://laasubject.org/residency_program). You may apply to one, two or all three institutions.*

**Why are there three separate applications?**

*CSUDH, CSUN and USC are three distinct institutions and have their own application and hiring processes. Although the grant pays the salaries of all Resident Archivists, each Resident Archivist is employed by only one of the three institutions and must adhere to that institution's employment practices.*

**Can I apply to more than one host institution?**

*Yes. You can apply to one, two or all three host institutions. Each institution has its own application and hiring process.*

**Will I be notified that my application was received?**

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*Probably not. In a previous, similar program we received nearly 100 applications at each institution and so were not able to contact each person. However, each institution has its own way of confirming receipt of applications.*

## **How will I know that my application is being considered?**

*The hiring process at each institution is slightly different. But, generally, if the host institution is interested in your application, you will be asked to participate in an initial interview conducted either online or by telephone. Finalists will then be invited to an in-person interview at the host institution. Out-of-town finalists may be asked to interview via Skype or some other online method.*

## **When are interviews being held?**

*Each host institution has its own hiring timetable. However, all three institutions hope to conduct their interviews in January and February 2019.*

## **When will jobs be offered?**

*We hope to offer all three positions by March 2019.*

## **Will preference be given to applicants who live in the Los Angeles area?**

*No. In a previous, similar program we had several finalists from around the country. However, if selected, you would be expected to move to the Los Angeles area.*

## **Does the residency program pay for relocation expenses?**

*Yes. The residents will receive an allowance toward relocation expenses.*

## **When do the jobs start?**

*All three Resident Archivist positions start no later than May 2019.*

## **How is the residency structured?**

*Resident Archivists will work at their host institution (Hub) while at the same time learning about the community archives they will be interacting with. They will receive training in local archival practice. They will also be introduced to the inner workings of the institution by sitting in on meetings and observing operations firsthand.*

*They will also attend an orientation bootcamp and kick-off experience, where they will meet the other residents, the project team, and some of the participating LAAS archives personnel, and*

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get an overview of their activities. We will use the framework from DPLA (<https://dp.la>) educational programs and LLAMA managerial competencies (see <http://www.ala.org/llama/leadership-and-management-competencies>) to structure the orientation. As part of the bootcamp, the Resident Archivists will meet their mentors, and both mentors and residents will complete an orientation session on their roles and responsibilities and our mentoring guidelines.

After an initial period, spending most of their time at their Hub Resident Archivists will spend the remainder of the residency working with the community archives that are participating in the project and are assigned to a Hub. These projects will go on simultaneously and the residents should expect visiting and spending more time at the various locations of the community archives, than at the Hub although some collections may be located at the Hub.

## **Tell me more about the Mentors.**

A Mentor is assigned to each Resident Archivist. The Mentors have extensive professional experience and will provide guidance and career advice throughout the entire residency period. The Mentor also advocates on behalf of the Resident Archivist as needed and helps evaluate the Resident Archivist's performance during and at the end of the program.

## **Who is my supervisor?**

You will have a separate supervisor who will supervise your work at the Hub and at LAAS member archives. However, you will continue to keep in regular contact with your Mentor throughout the various rotations.

## **What else is expected from the Resident Archivists?**

In addition to the work delineated in the position description, each Resident Archivist is expected to develop and conduct training and educational presentations or workshops for LAAS members. Other work includes identifying at least 3-5 LAAS archives per Hub for a collaborative demonstration digital library project; giving a presentation about their experiences at the Archives Bazaar in October of 2019; encouraged by their mentors, identifying professional conferences, additional training, meetings with other L.A. area organizations, and other professional development activities.

## **What are the expectations for travel?**

Because the Resident Archivists will be working with different organizations all over the Los Angeles area they are expected to travel to these locations repeatedly, some of which may be

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*far from the resident's home. Other travel includes attending regular meetings with various grant personnel, meetings at the Hub and professional development.*

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## **What is this year's capstone project?**

*The capstone digital library project will focus on an inclusive theme (e.g. "Changing L.A.") and be integrated into an exhibition, public programs, and digital humanities projects in collaboration with the Autry, CSUDH, CSUN, and USC.*

## **What other opportunities are provided through the LAAS residency?**

*Each Resident Archivist is assigned up to \$2000 for professional development, so each will have plenty of opportunities to attend relevant conferences and professional meetings. In fact, we highly encourage the Resident Archivists to submit conference program and poster proposals, as appropriate.*

## **How do the Resident Archivists keep in touch with each other and others involved in the program?**

*The Resident Archivists are strongly encouraged to communicate with each other throughout the residency program. An online project management and team communication software (Basecamp) will be provided for the resident Archivists. Otherwise, most communication with Mentors occurs through email, phone conversations and face-to-face meetings. The Resident Archivists meet once a month with the project coordinator to touch base, share accomplishments, discuss challenges, and plan future events. The project coordinator is also always available through email and phone.*

## **How is the residency program evaluated?**

*Pre- and post-test surveys are administered before and after every rotation to assess the Resident Archivists' growth in archival skills, etc. The site staff and volunteers will also be surveyed before and after workshops. A 360-review instrument that measures the Residents' performance—to be completed by supervisors, mentors, and project coordinator—will be administered every six months or once a year. Debriefings are also regularly conducted at monthly Resident Archivist and advisory committee meetings. At the end of the project, an extensive report will be submitted, recommending whether or not the program should be continued beyond the grant.*