

West Side Market Document Archivist - Temporary Employment

Since opening to shoppers on November 2, 1912, the West Side Market - Cleveland's oldest continuously operating market, has anchored the Ohio City neighborhood. In 2008, the West Side Market was designated as one of "10 Great Public Places in America," by the American Planning Association and offers an authentic and culturally diverse shopping experience. The West Side Market was, and continues to be, a beloved historic landmark in Cleveland.

The West Side Market is located at 1979 West 25th Street, Cleveland, OH 44113. This opportunity is exclusively in-person and does not include a remote-work option.

Essential Jobs Duties and Functions

- Inventory and index the West Side Market's archival collection
- Determine the physical needs of the collection (e.g. rehousing plan) and identify items of special historical value for preservation
- Scan documents as required by City of Cleveland record retention policies
- Collect, arrange, and organize records for archival storage
- May create and support exhibits by selecting items and writing researched captions
- May attend meetings, participate on committees, and present on collection

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

Please note: materials have tested positive for lead paint dust. Protective equipment such as gloves and a respirator will be provided and required during the initial stages of work.

Qualifications

- Candidates must be able to lift boxes of materials up to 30 pounds.
- Candidates with knowledge of Cleveland history are preferred.

Rate, Hours, and Conditions of Employment

- \$18 per hour
- Schedule can be any combination of hours between 9 AM and 5 PM, Monday through Sunday but cannot exceed 100 total work hours
- Candidates must pass pre-employment screening and will be hired as a part-time temporary employee through Snider-Blake.
- Reasonable accommodation will be made for disabled persons covered by the Americans with Disabilities Act (ADA) in accordance with its requirements.

How to Apply

Applications will be reviewed on a rolling basis with interviews scheduled before June 10, 2022. Please send a cover letter and resume to Jessica Trivisonno, Senior Strategist for the West Side Market at jtrivisonno@clevelandohio.gov