1155 Battery St. San Francisco, CA, 94111

JOB DESCRIPTION

We believe that clothes — and how you make them — can make a difference.

Since 1853, we’ve been passionate about innovation to meet people’s needs. We invented the first blue jean. And we reinvented khaki pants. We pioneered labor and environmental guidelines for our manufacturing partners. And we build sustainability into everything we do.

A company doesn’t last 160 years by standing still. It endures by reinventing itself, striving to delight its consumers, winning in the marketplace, and by remaining true to its values. We employ more than 17,000 people around the world – supporting great brands, including Levi’s®, Dockers® and Denizen®. Our employees are committed to progress, authenticity and collaboration.

About the Job

Administer the operations of the Levi Strauss & Co. Archives. Maintain a digital archives system to manage online descriptive tools. Provide access to the historical collection and reference services to internal and external users including research, outreach and acquisitions. Maintain physical control of the Levi Strauss & Co. Archives.

Key Results:

World-class corporate archives.

Digital operations—essential archives processes are automated and the collection is accessible online.

Professional services—provide top-level service to inspire, educate, and engage users, requestors and visitors.

Key Responsibilities:

Maintain physical control of the Levi Strauss & Co. Archives

Administer a digital asset management system and other digital tools to manage the collection, provide online access to assets, create metadata descriptions, provide organization and train users.

Provide reference services (e.g. answering research questions, fact checking, and sharing assets.)

Track new accessions and donations, log requests and report on work.

Manage the facility—monitor for pests, maintain security, coordinate offsite storage.

Build the collection with new donations and accessions.

Host and educate visitors to the Archives: engage and inspire designers, employees and outside guests and provide an overview of the collection to employees.
Manage temporary staff or interns.

About You

Master's Degree

5 years experience in a Corporate Archives. Experience building a digital collection is essential.

Experience with digital asset management systems as well as Excel and Access

Perks

We put a lot of thought into our programs to provide you with a benefits package that matters. Whether it is for medical care, taking time off, improving your health or planning for retirement, we've got you covered. Here's a small snapshot:

401K match: $1.25 for every $1.00 you contribute up to the first 6% of pay you save.

Five hours of paid volunteer time per month with nonprofit organizations

Product discount of 40% off regular-price merchandise

The Company's policy is to provide equal opportunity to all persons without regard to race, color, creed, religion, national origin, citizenship, sex, age, sexual orientation, gender identity or gender expression, marital status, Vietnam era/disabled veteran status, physical or mental disability, or other protected classes prohibited by applicable law. Company policy prohibits harassment of applicants or employees on the basis of any protected classes. The Company has established a continuing Affirmative Action Program to assure equal employment opportunity in all its policy decisions affecting recruitment, selection, assignment, promotion, training, and all other terms and conditions of employment.

LOCATION

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FULL TIME/PART TIME

Full time