

ORGANIZATION **New Bedford Whaling Museum**

LOCATION **New Bedford, MA**

THE POSITION **Part-Time Assistant Librarian**

The New Bedford Whaling Museum seeks a part-time Assistant Librarian. The Assistant Librarian will work with the Library and Curatorial departments, under the direction of the Librarian, to assist with the day to day operations of the Research Library and Grimshaw-Gudewicz Reading Room.

Essential Duties and Responsibilities

Reference:

- Assist in administration of the Reading Room, including providing access to materials, answering in person reference inquiries, and properly monitoring researchers as directed
- Assist in answering remote reference inquiries via e-mail and telephone as directed
- Assist in retrieval of requested Library materials for researchers, museum staff, and museum volunteers
- Assist in shelving of Library materials
- Assist in supervision and management of Library volunteers and interns
- Other tasks as assigned by the Librarian

Collections:

- Process uncatalogued manuscripts and manuscript collections of paper and non-paper based mediums (i.e. image, audio, video)
- Produce MARC records for paper, image, audio, and video collections for inclusion in online collection database
- Assist in supervision and management of Library volunteers and interns
- Other tasks as assigned by the Librarian

Requirements

- Master's degree in library and information science or related field from an American Library Association accredited program, or currently enrolled in an MLS program
- Demonstrated knowledge of and experience with current archival arrangement and description standards including DACS and EAD
- Demonstrated knowledge of and understanding of best practices in digital stewardship.
- Knowledge of digital formats (e.g. image, audio, video, data, object, text, etc.) and their associated best practices for online access and digital preservation.
- Strong understanding of cataloging procedures and principles including RDA, AACR2, LC Classification, and LCSH
- One to two years of experience working in an archival special collections library
- Ability and willingness to lift and move boxes of material weighing up to 40 pounds overhead
- Ability to consistently perform detail-oriented responsibilities and ability to multi-task
- Excellent oral and written communication skills
- Demonstrated ability to perform and maintain a high level of customer-focused service
- Ability to problem solve independently and follow through on multi-step processes
- Ability to represent the museum with a high level of integrity and professionalism
- Ability to work closely and effectively with a team

APPLICATION INSTRUCTIONS: Send resume and cover letter to Mark Procknik, Librarian, at mprocknik@whalingmuseum.org. The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.