



### **POSITION SUMMARY:**

The **Assistant Librarian** to the Chief Librarian and Archivist [CLA] is responsible for cataloging, shipping, creating finding aids, organizing materials, and assisting the CLA in all other OHSLA activities.

### **REQUIRED QUALIFICATIONS:**

- Must embrace the mission of Organ Historical Society
- Strong interpersonal, verbal communication, and writing skills
- Possess the skills to work independently with minimal supervision
- Ability to work collaboratively
- Be organized and exhibit “follow through” on tasks and goals
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability
- Ability to lift 50-pound boxes
- High School diploma + college experience
- Must be able to work between regular business hours (8am to 4pm)

### **PREFERRED QUALIFICATIONS:**

- Bachelor’s degree in the Fine Arts or Humanities

### **ACTUAL JOB RESPONSIBILITIES:**

1. Prepare preliminary cataloguing records for books and ephemera (training provided)
2. Prepare archival finding aids for materials in OHSLA Special Collections (training provided)
3. Process new material to be placed in Special Collections
4. Shelf catalogued books and ephemera
5. Pack and ship cataloguing material to OHS vendors
6. Organize and prepare periodicals for shipment to the bindery
7. Assist CLA in other routine Library & Archives activities as requested
8. Assist CLA in off-site storage warehouse activities
9. Participates in OHS staff meetings

### **SALARY/BENEFIT**

- This is an OHS employee position. Salary is commensurate with experience.
- Flexible schedule to be planned, coordinated, and in conjunction with the CLA
- One-week paid time off
- All major Federal holidays
- Position includes a 60-day probationary period followed by semi-annual performance reviews

**PART-TIME POSITION**      15 hours per week

**REPORTS TO:**                      Chief Librarian and Archivist