



One Museum Court Buffalo, NY 14216  
716.873.9644 [buffalohistory.org](http://buffalohistory.org)

### **The Buffalo History Museum – Library Associate**

The Buffalo History Museum seeks a part-time Library Associate, a key member of the Research Library. The Library Associate assists with public service during reference hours; manages all correspondence, accessioning, and records of donations to the Library collection; conducts custom scanning of irreplaceable photographs and other two-dimensional media; assists with record-keeping during all stages of the image sales process; checks in and shelves periodicals & serials; shelves books, manuscripts, and other items. Saturday afternoons 1-5 pm are required.

Requirements: Passion for The Buffalo History Museum's mission and work. Warm and welcoming approach to the public. Excellent interpersonal, persuasive and oral and written communication skills. Proficient in Microsoft Office and PhotoShop. Experience with digital scanning. Flexibility and ability to work with people from diverse backgrounds in a fast-paced, team-oriented environment. Ability to lift up to 50 lbs. and climb stairs and ladders.

Preferred: Bachelors' degree in history, digital media, or related field. Previous museum, library, or archives experience. Previous experience with digital projects. Previous experience with filling complex orders, calculating rates for services, and processing credit cards.

Qualified applications may email a cover letter and resume to Rob deGuehery, Guest Services Coordinator, at [rdeguehery@buffalohistory.org](mailto:rdeguehery@buffalohistory.org) by Friday, July 20, 2018. No calls, please.