



One Museum Court Buffalo, NY 14216
716.873.9644 buffalohistory.org

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| Position: | ASSISTANT LIBRARIAN |
| Department: | Library & Archives |
| Employment Category: | Full time |

Overview

Come work with us at Buffalo’s leading, fully accredited local history destination! You’ll perform original and copy cataloging and archival arrangement and description. You’ll manage our online catalog. You’ll help meet the research needs of scholars, genealogists, historians, students, museum staff, authors, publishers, the media, and the general public. You’ll work closely and collaboratively with the Library Director and all other Museum departments. You’ll have a 40-hour work week, including alternating Saturdays, with the occasional possibility of evening shifts.

Required Qualifications

- Desire to advance the mission of The Buffalo History Museum
- Respect for the standards and protocols followed by accredited museums
- Warm and welcoming approach to staff and the public
- Training and/or experience in archival arrangement and description
- Fluency with the Microsoft Office suite and Google products & services
- Ability to communicate clearly and effectively, verbally and in writing
- Ability to tolerate moderate physical demands, including shifting books and boxes, lifting boxes weighing up to 30 lbs, climbing stairs, and using ladders to retrieve and reshelve library materials
- Ability to function smoothly in a sometimes hectic environment
- Available on alternating Saturdays

Preferred Qualifications

- Master of Library Science degree from an ALA-accredited library school
- One year of cataloging experience or satisfactory completion of advanced cataloging class
- Familiarity with OCLC, MARC21, AACR2, LCSH, RDA, DACS, EAD, and LC classification
- Experience writing original records in OCLC
- Previous library, museum, archive, or gallery experience
- Experience with hosted online library catalogs
- Supervisory experience with volunteers, interns, or support staff
- Familiarity with ContentDM
- Knowledge of major individuals, places, things, and events in Buffalo history

- Comfort with occasional speaking engagements, such as presentations on library collections, bibliographic instruction, or research techniques
- Public librarian's certificate

Responsibilities

- Original and copy cataloging in OCLC of monographs, serials, manuscript collections, image collections, rare books, graphic novels, audiovisual media, and more
- Add catalog records to online public catalog (FRANK) and OCLC, editing & correcting records as needed
- Maintain online public access catalog (FRANK) and collect cataloging statistics
- Arrange and describe manuscript collections
- Assist with accessioning and deaccessioning processes
- Assist with or manage digital projects, including scanning orders and maintenance of Picture Store
- Provide courteous and accurate reference services for a variety of clientele in person and via telephone, email, video conferencing, and postal mail
- Supervise volunteers & interns when library director is absent
- Perform collection retrievals and shelving
- Committee service as assigned
- Other duties as assigned

Salary and benefits

This full-time non-exempt position will pay a wage of \$32,000 annually. In addition, you are entitled to a generous benefits package, including health insurance and paid time off.

How to Apply

Please prepare a cover letter and resume in one PDF document, saved as "Last name. First name. Asst Librarian Application" and in subject bar to Desiree Peacock at dpeacock@buffalohistory.org by Tuesday, November 30, 2021. No phone calls.