

Indiana Historical Society

Job Description

July 2023



JOB TITLE:	Assistant Librarian
DEPARTMENT:	Archives & Library, Reference Services
FLSA STATUS:	Nonexempt
REPORTING RELATIONSHIP:	Director, Reference Services
EMPLOYEES SUPERVISED:	N/A
FULL/PART TIME:	Part Time

POSITION PURPOSE:

This position aids within all areas of collection accessibility.

ESSENTIAL FUNCTIONS:

1. Provide day to day functionality support to the William H. Smith Memorial Library.
2. Assist with processing and digitizing the IHS collection.
3. Perform light conservation work.
4. Promote the IHS collections through blogs, displays, and articles for IHS publications.
5. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Excellent communication skills, both verbal and written, for diverse audiences.
2. Proven research skills and an understanding of or ability to learn research library practices and procedures, and knowledge of research and bibliographic needs.
3. General knowledge of standard cataloging practices and principles under Library of Congress Classification System.
4. Ability to prioritize and organize tasks, meet specific deadlines, and follow through to completion.
5. Commitment to excellent customer service, both internally and externally.
6. Excellent computer skills; proficient with Microsoft Office suite as well as basic office equipment.

PHYSICAL REQUIREMENTS:

Physical Movement – Stooping, Bending, Climbing, Kneeling, and Crouching In order to reach & pick up items

Strength – Ability to lift & carry items weighing up to 35 pounds

Manual Dexterity – Ability to handle fragile items with care

Wrist & Visual Stamina – Ability to type and focus on a computer screen for prolonged periods of time

(Incumbent must be able to meet physical requirements with or without reasonable accommodations. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

QUALIFICATIONS:

Bachelor's degree in a related field or 3 years' experience working with historical collections or in a library setting.

Part-time

This position is limited to 19 hours/week, including occasional Saturdays. Pay is \$14/hour. Benefits include free parking, staff discounts in the Basile History Market and the Stardust Café, employee assistance program, voluntary insurance programs, access to a retirement plan and reciprocal benefits at other cultural institutions in Indianapolis.

Applications

Please send a cover letter and resume to Human Resources via email at hr@indianahistory.org. Applications will be accepted until the position is filled.