

Indiana Historical Society

Job Description

July 2021



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

POSITION PURPOSE:

This position is responsible for coordinating and promoting the use of IHS collection materials.

ESSENTIAL FUNCTIONS:

1. Research, implement and maintain processes and technology to automate public usage of IHS collections.
2. Coordinate reproduction requests.
3. Utilize current events/contemporary topics to identify opportunities to connect a wide audience to the IHS collection.
4. Serve as an authority and point of reference as it pertains to the visual collections.
5. Promote and highlight the IHS collection through presentations, media interactions, publications.
6. Assist with general IHS reference work.
7. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Working knowledge of reference services and digital imaging practices and standards as they relate to historical research libraries.
2. Basic understanding of copyright law and how it pertains to visual and written material.
3. Excellent computer skills; proficient with Microsoft Office suite as well as basic office equipment.
4. Excellent written and verbal communication skills.
5. Ability to provide information in a clear and concise manner.
6. Commitment to excellent customer service.

PHYSICAL REQUIREMENTS:

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

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:

MINIMUM: Bachelor's degree in a related field or 4 years' experience working with historical collections.

BENEFITS:

IHS offers an excellent benefits package, including health, dental, life and short/long-term disability coverage; employer and employee funded retirement plans with American United Life – OneAmerica; employee assistance program (EAP); Pre-Paid Legal Services; flexible benefits, and generous paid time off. Free parking provided nearby, staff discounts in the Basile History Market and the Stardust Café, and reciprocal benefits at other cultural institutions.

Applications

Please send a cover letter and resume to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202, hr@indianahistory.org. Applications will be accepted until the position is filled.

The Indiana Historical Society is an equal opportunity employer.

www.indianahistory.org