

CITY OF SPRINGDALE
Position Description

TITLE: Librarian/Photo Archivist (full time)

DEPARTMENT: Museum

DATE: July 1, 2005

JOB SUMMARY: Responsible for management and development of museum photo collection, library, and research materials. Responsible for providing research assistance and limited access to photo, library, and research materials for the public.

SUPERVISION RECEIVED: Works under the guidance of and reports to museum director.

SUPERVISION EXERCISED: Trains and exercises direction over part-time and volunteer personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Library

- Catalogs and classifies books for shelving and retrieval purposes.
- Makes recommendations for purchase of books and printed materials and orders such materials.
- Trains and supervises part-time and volunteer personnel in miscellaneous library duties.

Photograph Collection

- Catalogs and classifies photos by subject.
- Develops and implements procedures for processing photographic materials, including finding aids.
- Maintains and helps to research photo identifications.
- Oversees the creation, implementation, and maintenance of photo databases.
- Is responsible for the conservation and physical care of all photo and library materials.
- Collects photos and metadata at special functions.
- Seeks historic photos of subjects within mission area, cultivates prospective donors, and encourages copying for museum collection.
- Researches, develops, and manages funding proposals for library and photo collections.
- Orders supplies for collection and maintenance of photo collection.
- Trains and supervises part-time and volunteer personnel in miscellaneous photo collection duties.

Research Assistance

- Uses library, photo collection, and other resources to answer research questions by the public and museum staff.
- Oversees and assists researchers in use of photo collection and collects pertinent information on researchers and projects.
- Arranges for prints and scans to be made for the public, for photos and research information to be delivered, and for invoices to be produced and payments to be made.
- Assists staff with photograph and research help for exhibits, programs, and other museum needs.
- Trains and supervises part-time and volunteer personnel in above duties.

Other Duties

- Evaluates current practices, stays current with professional standards, and develops new practices in imaging, data management, and digitization, in order to develop multiple access systems, meet the needs of a diverse audience, and plan for changing needs of staff and the public.
- Oversees issues of intellectual property and rights and reproductions which pertain to photographic services.
- Creates photographic and library-based policies and procedures/forms to meet image/research needs.
- Acts as front-line staff member by assisting volunteer receptionists with miscellaneous questions, problems, visitors, etc.
- Assists with special museum events.
- Serves on museum's exhibits committee and is part of museum's senior staff team for policy, procedure, and strategic plan development and for assistance in budget development.
- Performs other duties as assigned.

PERIPHERAL DUTIES: Performs variety of miscellaneous duties such as answering phones, picking up supplies, making arrangements for use of museum facilities, opening/closing museum, serving as receptionist, giving Searcy House tours, etc. Assists other staff in performance of their duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree in American history, library science, public history, liberal arts, or related field; two or more years of experience in a museum, preferably a history museum, including work with collections, images, photography, and/or research, as well as one year in supervisory capacity; or any equivalent combination of education and experience.

Necessary Knowledge and Skills: Working knowledge of general philosophy, principles, and practices of history museums; good knowledge of library collections and classifications; working knowledge of computer database systems; considerable knowledge of image handling and care; considerable research skills; working knowledge of principles and practices of office management; ability to read and speak Spanish a plus.

Ability to plan, organize, and implement complex filing and research systems; ability to multi-task; ability to work in a team-oriented environment; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with volunteers, assistants, supervisor, other agencies, and the public.

TOOLS AND EQUIPMENT USED: Photo databases; computer including word processing and other database programs; scanner; digital and film camera; general office equipment.

PHYSICAL DEMANDS: Frequently required to walk, sit, talk, and hear; frequently required to use hands to handle, feel, or operate objects, tools, or controls and to reach with hands and arms; occasionally required to climb or balance, stoop, kneel, or crouch; occasionally lifts and/or moves up to 25 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT: Noise level in work environment ranges from quiet to fairly noisy. Temperature and humidity levels are set for optimal collections conditions and are frequently cooler than average office environments. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.