**GEORGIA MUSEUMS, INC.**

**JOB TITLE: Librarian PT**

**EXEMPT (Y/N): N JOB CODE:**

**DEPARTMENT: Tellus SUPERVISOR: Director of Curatorial Services**

**DATE: 04/24/2018**

**SUMMARY:** Direct acquisition, cataloging, preservation, and research in the library and archival collections of the Museum and assist staff, volunteers, docents, and the public in finding information within these collections.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Receive, process, issue, and maintain records and documents relating to the Museum’s library including temporary receipts, deeds of gift, loan agreements, catalog records, location records, insurance values, etc.

Maintain policies and procedures for access and use of the archival, research, and library materials in consultation with the Director of Curatorial Services.

Maintain an orderly system for the operation of the Library including books, periodicals, maps, discs and other venues of information.

Develop and manage the collections records by ensuring accurate and consistent cataloging and processing procedures.

Perform research necessary to fully document the items contained in the Museum’s library and archival collections.

Catalog library and archives.

Maintain institutional archives.

Assist staff with research pertaining to various projects from the creation of educational programs to development of exhibitions.

Be responsible for assessing conservation and storage needs of library and archival collections and developing conservation plans.

Implement and periodically review policies and procedures related to the library and archival collections.

Prepare recommendations with input from staff on items under consideration for inclusion in the Museum library and archival collections.

Establish, train, and implement a plan to utilize volunteers within the library.

Submit necessary information for the preparation of annual department budget.

Assist in conducting background research on specific objects, writing, editing, reviewing and revising a narrative, and educational content for exhibits, including text panels, label, and exhibition related collateral materials.

Assist with development, installation and de-installation of permanent exhibitions and temporary exhibitions.

Be responsible for ensuring high standards of professionalism in all areas of responsibility.

Remain current on pertinent museum industry policies, laws, and accepted practices through involvement in industry trade groups and ongoing professional development.

Perform other tasks and projects as requested by supervisor.

**QUALIFICATION REQUIREMENTS:**

Four-year college degree in library science or related field and two years library experience preferred, Masters of Library Science a plus, or an equivalent combination of education and experience.

Knowledge of library and archival collections management is a must.

Excellent written and verbal communication skills are required. Knowledge of computers, computerized catalogs and on-line content development is preferred.

Learning-oriented individual able to quickly absorb. Willingness to learn and take initiative.

Ability to work on multiple projects from concept to completion, while adhering to project timelines.

Awareness of relevant accessible and safety design standards.

Knowledge of the printing process and preparing files for print production.

A 50% frequency of physical requirement is needed to perform essential functions. Must be able to climb ladders, bend, stoop, kneel, reach, stand extended periods, have good vision and good hearing, and use all limbs simultaneously. Must be able to lift up to 50 pounds. Uses equipment such as hand-trucks, and a variety of power and hand tools. All of this requires a high degree of independent, unassisted mobility, dexterity and judgment.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Driver’s License; any professional certificates a plus

**WORK ENVIRONMENT:**

Office environment, plus: collection storage, and exhibit galleries. Non-standard hours, generally within 8:00am to 6:00pm, Monday through Friday, extended hours and weekends possible. Overnight travel out-of-state may be required occasionally. The noise level in the work environment is usually low to moderate, occasionally high.