



WADSWORTH ATHENEUM
MUSEUM OF ART

Library and Archives Assistant
Position Description

Department: Library	Reports to: Head of Library and Archives		
Type: Part Time	FLSA: Non-exempt	Date: June 7 th 2021	Rev. Date:

BACKGROUND INFORMATION

- Sorts, shelves, and shifts library and archives materials according to their classifications
- Creates and maintains inventories of materials in library and archives collections
- Catalogs, processes, and circulates library periodicals
- Updates library catalog records
- Locates and pulls library and archives materials for staff and patrons
- Performs clerical functions incidental to library and archives activities
- Assists library and archives visitors in conducting research and locating resources
- Rehouses materials in the library and archives, following preservation and conservation best practices
- Maintains library and archives statistics
- Identifies resources for social media posts
- Assists with public programs
- Helps create bi-annual newsletter

SKILLS, KNOWLEDGE AND ABILITIES

Job Skills and Qualifications

- Attention to detail
- Outstanding communication and interpersonal skills
- Good organizational and time management skills
- Bachelor’s degree in History, Art History, Archives, Library Science, or related field.
- Some experience producing archival finding aids according to national descriptive standards preferred
- Experience providing library and archival reference services
- Preferred advanced degree in Library Science
- Familiarity with Library of Congress classification
- Strong computer and technology skills
- Ability to work independently
- Flexible to changing situations
- Ability to communicate effectively orally and in writing
- Ability to lift up to 40 lbs.
- Prior library and archives experience
- Some cataloguing experience preferred

WORKING CONDITIONS

The work environment characteristics described here are representative of those a Library and Archives Assistant encounters while performing the essential functions of the role:

Climate controlled art museum with display galleries, standard offices, café, library/archives, theater, museum shop, and other non-public spaces. Work is performed primarily indoors and occasionally outdoors in lobbies, art display galleries, public and as well as non-public offices and storage areas.

Our Covid-19 related protocols mandate the wearing of masks by staff and visitors in all public areas and group settings.

Employee is required to move about their work area, between galleries and storage areas, ascend and descend stairs; and stand and/or sit for extended periods of time. The employee is occasionally required to lift, drag and/or move up to 40 pounds unassisted. The employee is required to visually or otherwise identify, observe and assess.

Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions to the extent the Wadsworth may do so without undue hardship. The term “qualified individual with a disability” means an individual who with or without reasonable accommodation can perform the essential functions of the position.

DISCLAIMER:

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

HOW TO APPLY

Wadsworth Atheneum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

You can do so by sending a cover letter noting the reason for your interest and salary requirements, plus your resume to: Staffing.Education@TheWadsworth.org