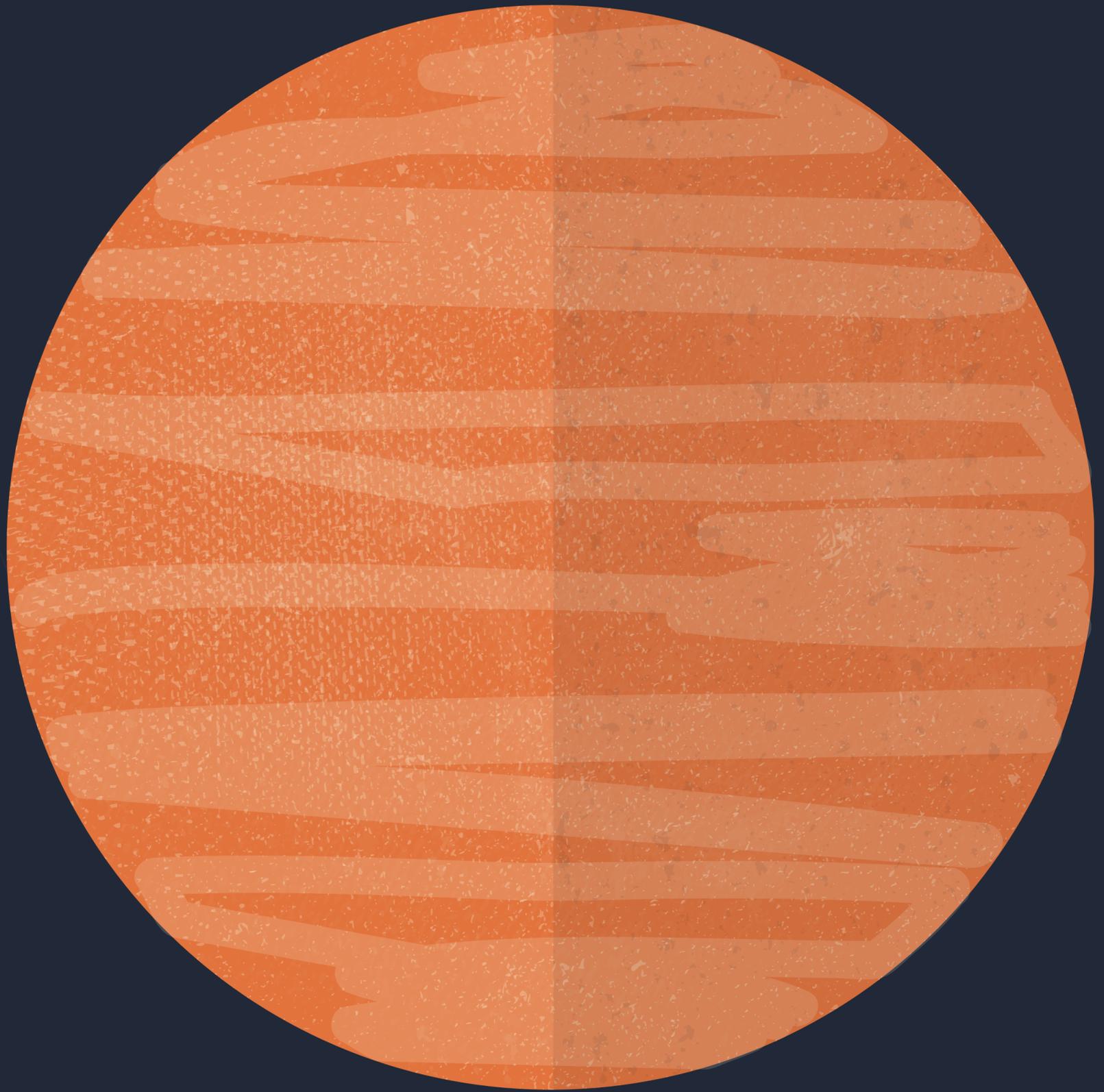


Jobs in Libraries & the Information Professions



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Position Specifics

The Jefferson-Madison Regional Library is searching for a full-time branch manager for their Gordon Avenue Library in Charlottesville, VA. The position would be through the City of Charlottesville, managing the branch and supervising other employees in the branch while reporting to the Library Director for the city.

Responsibilities

The responsibilities of the branch manager include meeting with community groups, organizations and city officials, marketing the services of the library through press releases, overseeing circulation and collections of fines or fees, scheduling and training of staff, and assisting with the development of regional library policies and procedures.

Qualifications

The required qualifications include a degree in M.L.S and certification in the state. An exception is considered for those that will complete a degree in the first two years of employment. The second requirement for the position is three years of work experience in a library including reader's advisory, reference, and children's services. There is also a preference for applicants that have experience as a supervisor or manager with knowledge of general reference sources and electronic information resources. Another preferred qualification is having worked in a public service oriented position.

Salary

The starting salary for this position is \$47,751 to \$57,289 a year annually with health and dental benefits.

https://www.vla.org/index.php?option=com_content&view=article&id=1436:full-time-branch-manager---gordon-avenue-library--jefferson-madison-regional-library--charlottesville--va&catid=26:vla-jobline&Itemid=249

Location, Basics and Job Title

The title of this position is Undergraduate Student Success Librarian and it is located on the campus of the University of Virginia in Charlottesville, VA.

Responsibilities and Administrative Structure

The structure of the position is to work in the Teaching and Learning Department in the UVA Library System with the teaching and learning team, reporting to the director of the department. This position requires the librarian to teach classes and workshops about information literacy to students and faculty across the university. This also includes working with the team to create materials of these sessions. The librarian also acts as a point person and primary contact for first year undergraduate programs. In addition to teaching workshops and classes, the librarian is responsible for creating assessment tools for student literacy development around the library. Finally, the candidate is responsible for staying updated on trends and technologies within the educational and library communities to offer suggestions to techniques or technology that would benefit the university.

Qualifications

The qualifications for the position are split into two categories, required and preferred. The required qualifications of the candidate include a degree in library science from an ALA accredited program and the ability to work in a team environment. The ability to work in a diverse environment and to foster diversity and inclusivity is a must.

Preferences include knowledge of educational and library trends, including knowledge of the ACRL educational framework and emerging instructional methods. Two years teaching information literacy at the college level is preferred as well as two years of

instruction experience. Finally, experience working within an academic library is at a research institution is preferred.

Salary

The starting salary for this position is between \$60,000-\$70,000 annually. This position also includes healthcare benefits, vacation, and a retirement plan.

Interest

Retrieved from: https://uva.wd1.myworkdayjobs.com/en-US/UVAJobs/job/Charlottesville-VA/Undergraduate-Student-Success-Librarian_R0010043

Location, Basics and Job Title

The title of this position is Curator for Rare Books and Manuscripts and is located at Arizona State University in Tempe, Arizona.

Responsibilities and Administrative Structure

This position reports to the Head of Distinctive Collections at ASU. The Curator will be able to market, manage, and teach around a diverse array of material ranging from old to current. The responsibilities include collaborating with the ASU community in research surrounding the Rare Books and Manuscripts Collection. Building, managing and expanding on the current collection is a component of this position and helping to build exhibits to initiate interest in the collection from the community is a must. Finally, the candidate will help with policy and planning in accessing the collection.

Qualifications

Like several of the jobs I've seen, this position has necessary and recommended qualifications for applicants. The first necessary qualification is that the person holds a MLS/MLIS degree from an ALA accredited institution. Second, they would like the candidate to have 3 years of experience working in an academic library, archive or other institution with similar experiences. Collection development experience is a must along with supervising experience and experience in collection development and working with rare materials. The ability to read another language is a necessity as well.

The preferred qualifications include teaching experience in collection development or management, strong intrapersonal and communication skills including being able to work well in groups and teams. Finally, demonstration of successful grant writing is preferred.

Salary

The starting salary for this position is listed as dependent upon experience. It is described as a “continuing appointment track Academic Professional position”. When looking into similar positions online, I would guess that the range for salary could be in the \$60,000-\$70,000 a year based upon the required experience. This position also likely includes healthcare benefits, vacation, and a retirement plan.

Retrieved from: https://lib.asu.edu/employment/curator-rare-books-manuscripts?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

Location, Basics and Job Title

This position is for an Associate Librarian, Archivist, at the University of Arizona in Tucson, AZ. The Associate Librarian would be a position in the Collections Division at the Arizona State Library on the main campus of the University of Arizona.

Responsibilities and Administrative Structure

The position reports to the Director of the Arizona State Library and works in conjunction with the Head of Collections at the ASM. Although the candidate works with the Head of Collections and reports to the Director, the work is described as being independent in nature with consults as opposed to a more direct supervision position.

This position is more of a strategic leadership position providing curation planning and management for the library and archival collection at ASM. The responsibilities are separated into four main categories including academic professional and program administration, research and creative activities, teaching and education, and service and outreach.

The academic professional and program administration activities entail preservation, access, administrative, and financial management of the collections as the administrative head of the Arizona State Museum Library and Archives. Research and creative activities would include creating and managing scholarly research, writing grants and proposals, and helping to develop exhibitions at ASM. Teaching and education would include conducting classes at the University of Arizona, sitting on thesis or dissertation

committees, serving as a lecturer if necessary, and training or supervising students. The service and outreach aspect of the position is serving on committees at UA, ASM as well as professional committees, responding to research questions from the public, and coordinating and collaborating with other universities and organizations with library functions.

Qualifications

Candidates will have a degree in library and information sciences or a graduate degree in archival studies from an ALA accredited university and a preference of three years of experience in library and archives administration and management. Other necessary qualifications are demonstrated experience in archival or museum management, knowledge of best practices and theory in those categories, knowledge of copyright and other intellectual rights and their management, and knowledge of collection management and planning. Excellent interpersonal, writing and verbal communication skills round out most of the qualifications necessary. Other preferential qualifications include knowledge of the southwestern United States and Northern Mexico from a historical and archeological perspective, success in project management and grant funding, and knowledge of cataloguing and descriptive measures for collections.

Salary

The listed salary for the position is \$80,000 annually with healthcare benefits, retirement, insurance, vacation and even dental and vision plans.

Retrieved from: <https://uacareers.com/postings/37417>

Summary

Searching and researching possible career paths was a very helpful process for me, especially as I am navigating my way and choosing courses in the program. I chose four positions that highlighted the interests I have moving forward, and more importantly, gave me actionable steps to help me determine what to learn and how to progress. I realized that I am interested in archival positions at a special collections library or museum, a teaching or educational academic librarian position, or a position working in a public library branch.

All of these jobs rely on the candidate having knowledge about current trends or models in archival studies, teaching or librarianship. Thus, I will need to learn more about best practices and theoretical models to be a candidate in these categories and to apply for positions in these careers. Additionally, I will need to learn in a practical manner as necessary and gain valuable work experience over the next few years.

Being that two of these positions were archival in nature, I believe that I am most interested in an archival position. Through interviewing professionals and exploring jobs I have decided that I will pursue my archival studies certificate. In talking about the processes and programs to work with it became clear that I need to work with Archives Space as a management tool and become accustomed with MARC, XML and other formats. This leads me into what I need to do, which is get involved with some professional clubs or organizations and gain some experience working in an archive or library. The practical experience was always a key description in the job postings I collected. In conclusion, I am encouraged to have a clear understanding of my interests

and goals to find a job as an archivist. I can keep this at the forefront of my mind as I plan my steps through the MLIS program.

Job 1 - Digital Archivist at The Bancroft Library, University of California, Berkeley

The Bancroft Library located at the University of California, Berkeley has an open position for Digital Archivist. The salary is \$73,751 – \$88,871 per annum, based on qualifications. The Digital Archivist will be responsible for supporting the born-digital archives program within the Technical Services Division of The Bancroft Library. The Digital Archivist will report to the Head of Archival Processing at the Library. They will develop procedures and workflows for archival appraisal, accessioning, processing, preserving, and providing access to born-digital material. Also, they will appraise and provide the original description for born-digital and hybrid archival collections. A part of this position is to assess emerging technologies and implementing and apply tools used in the special collections and archival communities. The position requires coordinating closely with IT on technical implementations and the development of born-digital archival workflows. The minimum basic qualification for this position is having an advanced degree. They also prefer that candidate have two or more years working with archival materials, working with archival tools and technologies, and experience processing archival materials. They prefer that the candidate has a master's degree from an ALA accredited institution program or equivalent international degree. Also, that the candidate has two or more years' experience appraising, accessioning, processing, preserving, and providing access to born- digital archives, and hybrid collections. Knowledge of archival content, structure, and preservation metadata standards is preferred.

<https://aprecruit.berkeley.edu/JPF02191>

Job 2 - Metadata Archivist at the Institute of Jazz Studies, Rutgers University Libraries

Position of Metadata Archivist at the Institute of Jazz Studies, Rutgers University

Libraries. The salary for this position is commensurate with experience. The Metadata Archivist will need to create descriptions, catalog, and enhance the discovery tools for the Institute's holdings which include artifacts, AV recordings, and archival materials. They will need to create and maintain a metadata infrastructure for the collection. Their duties will be completed in collaboration with the Digital Scholarship and Pedagogies Librarian, and the Senior Archivist and Digital Preservation Strategist. They will need to digitize materials and information. The Archivist will work within the Rutgers University Libraries framework to develop policies, procedures, and workflows for best practices for the management of collection metadata. Identifies and prioritizes metadata projects for at risk materials. Makes the collections more accessible through metadata standards. Creates best practices for digitization workflows. The applicant for this position should have an MLS (or equivalent degree) from an ALA accredited university. Also, the applicant should have at least three years of experience performing metadata management and experience with original cataloging. Experience digitizing collections and digitization workflows is needed. They should have extensive knowledge of metadata schemas and using collection management platforms. An applicant with knowledge or interest in jazz music or jazz history is greatly preferred. Should be able to demonstrate experience utilizing current and emerging technologies to make library collections more accessible.

<https://www.indeed.com/viewjob?jk=4810cf2829f78a40&tk=1dmv1tfm5fb4p800&from=serp&vjs=3>

Job 3 - Institute Librarian at the California Institute of the Arts

The California Institute of the Arts (CalArts) is seeking to employ a full-time Institute Librarian. The Institute Librarian will be a part of the Librarian and Information Resources department, and they will report to the Institute's Provost. The Institute Librarian is charged with creating a clear mission for the Librarian within the Institute. They will need to assess and plan actions for the Library's collection, services, and facilities. Provides management and preservation for the library's digital asset collection. Creates a collaborative learning environment within in the librarian and provide service to patrons. Will be expected to supervise and evaluate library staff. Must be able to advocate and be a representative for the library within the Institute and in the outside world. This position requires that applicants have an MLIS (or equivalent) degree from an ALA-accredited program. They should be able to demonstrate strong leadership skills and have the ability to work on collaborative projects. Should have experience leading collaborative initiatives in an academic library setting. Is able to collect and analyze qualitative data, and then communicate their findings. Has knowledge regarding publishing practices in the arts. Has the ability to create a welcoming library environment. Is able to plan a budget and has experience writing grant proposals. Background or knowledge of the visual and performing arts is preferred. There is no salary information listed for this position.

<https://calarts.edu/work-for-calarts/employment-listing/institute-librarian>

Job 4 - Special Collections Archivist at The Getty Research Institute

The Getty Research Institute (GRI) is seeking to employ a Special Collections Archivist. The title of the position is Special Collections Archivist II. The position involves processing the papers of the artist Claes Oldenburg and the art historian Coosje van Bruggen. This is a position limited to a three year project and is full-time. The Archivist is expected to arrange the collection papers according to best standards and practices. They will be expected to create a DACS based finding aid and bibliographic records for the collection. Basic preservation measures for the collection may be needed. The collection will also need to be digitized. This position requires that applicants have a graduate degree in library and information science from an ALA accredited institution or a graduate degree in Art History. They should have a minimum two years of experience. The applicant should have a broad knowledge of contemporary art. Have a working knowledge of DCS, EAD, MAR, and RDA standards. Should have good written and verbal communication skills and the ability to work collaboratively. Familiarity with collections management systems, in particular ArchivesSpace, is preferred. The salary for the position is \$56,098.64 to \$70,128.24 annually.

<https://jobs-getty.icims.com/jobs/3526/special-collec-archivist-ii/job>
mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=710&height=500&bga=true&needsRedirect=false&jan1offset=-420&jun1offset=-420

Summary

The two elements that I was most drawn to when looking at different job postings were collection with a focus on digital materials or were related to the arts. I was pleasantly surprised to see quite a few postings for positions in special collections with a focus on arts and culture. My bachelor's degree was in art history and I have worked for cultural heritage organizations since graduating. I would like to continue working for cultural heritage organizations in the future as a librarian or archivist. Also, I found quite a few positions that focused on working with digital materials. To a certain extent it seemed that most positions required an information professional to work with both digital or analog materials. This was especially true for positions at smaller institutions where employees probably need to wear many different hats. After taking Dr. Fulton's Introduction to Digital Curation course and reviewing the content about digital materials in this course I have also developed an interest in working with digital collections. I would love to have a career where I can work in digital archives for a museum or cultural heritage institution. Since this would combine my knowledge of the arts and background working with digital materials. As the proliferation of digital materials continues, I think information professionals will be challenged with new questions about how the field of library and information sciences will transform to accommodate new technologies. These kinds of open-ended questions are what makes digital collections and information science in general so fascinating to me.

**Kids and Families and Teen Librarian - Library Service Center - Jefferson County,
CO**

This job with the Jefferson County public library requires a librarian passionate about connecting young people with reading materials that will inspire them and their parents to read more. The library is also looking for someone familiar with graphic novels, alternative reading materials for youth, and popular trends among early and teenage readers. The person hired for this position will work with other Jefferson County public library staff to create a collection for young readers looking for recreation or doing research. The position requires a graduate degree in library science and between 1-3 years of experience in public libraries. Salary offered is \$46,234.30 - \$58,948.73, annually.

<https://www.governmentjobs.com/careers/jefferson/jobs/2642222/kids-and-families-and-teen-librarian-library-service-center>

**Public Services Librarian – Public Service Center – City of Worcester,
Massachusetts**

The city of Worcester, Massachusetts is looking for a Public Services Librarian. In this position the librarian will assist in providing customer assistance in various aspects of the city public services department. This includes providing professional reference and readers' advisory services and maintaining a working knowledge of the available library resources. Key job responsibilities include the development of adult collections, programming, outreach, and information and digital literacy instruction. The libraries served are in an urban, diverse community. The job requires evening and weekend hours and working at multiple locations. Successful applicants will hold a master's degree in library science and pass a criminal background check. Pay is \$23.63 - \$33.85 hourly, full-time. Bilingual applicants are encouraged to apply.

[http://www.worcesterma.gov/human-resources/employment-opportunities/job-
details?thingDataId=Hkj_J4D098UEyT5Fi3OjZg](http://www.worcesterma.gov/human-resources/employment-opportunities/job-details?thingDataId=Hkj_J4D098UEyT5Fi3OjZg)

ideaLAB Library Program Associate - Sam Gary Branch, Denver Public Library

The Denver Public library is looking for someone to oversee operations at the new ideaLAB makerspace at the Sam Gary Branch, that opens this spring. Key job responsibilities include developing and implementing programming based on the needs and interests of the Denver community and providing one-on-one and group training to customers and staff on the use of various types of technology, ranging from using a mouse to basic coding and 3D modeling, as well as handcrafts like sewing. The person hired will serve as a main point of contact for staff and customers seeking assistance with ideaLAB tools and equipment. One half of the job's assignment will be spent assisting customers during ideaLAB Open Lab hours, a drop-in time for people to work on whatever they like in the makerspace. and rest of the time will be dedicated to developing and implementing maker workshops/programs, and various operational and administrative duties.

The job requires a bachelor's degree, two years of customer service experience, one year of teaching experience, and Spanish language ability is preferred as is experience with fabrication tools (laser cutter, 3D printer), audio recording, and/or making and the arts generally. The salary is \$43,784.00 - \$63,918.40 annually and the job is full-time.

<https://www.governmentjobs.com/careers/denverlibrary/jobs/2644910/idealab-library-program-associate-sam-gary-branch>

Bookmobile Librarian - State of Utah

The Utah State Library is looking for a 35-hour a week Bookmobile Librarian. The bookmobile librarian must be able to drive the bookmobile in rural areas, maintain a large diesel vehicle and generator, manage circulation, act as a librarian to the general public, utilize a computer for data tracking purposes, load and offload the current bookmobile collection, and keep the vehicle clean and tidy. Requirements include a Class B commercial driver's license, familiarity with solitude, and a clean drug test. The job is full-time and pays \$20.82 - \$33.02, hourly including benefits.

<https://agency.governmentjobs.com/utah/default.cfm?action=viewJob&jobID=2642986>

Summary

This positions that I detailed for this assignment include Kids, Families, and Teen Librarian, Public Services Librarian, ideaLAB Program Associate, and Bookmobile Librarian. The positions I selected are all within local governments and community oriented, as I aim to be a public librarian. My interests are in public service, working with marginalized, diverse, and/or underserved communities, library pedagogy, and working with youth and their families to develop information literacy.

The positions I found generally require a measure of library experience and while not all require graduate level credentials, they do ask for some specialized skills in technology, customer service, and in one case operating and maintaining a diesel vehicle. The first two jobs I am still unqualified for as they both require a master's in library science or equivalent credential. I used them as aspirational goals for after I complete my degree. The key responsibilities and knowledge/abilities sections of the job postings helped me think actively about what coursework to pursue throughout this master's program.

I have worked in a public library job similar to the initial posting, but without many of the skills necessary for collection acquisitions, cataloguing, and theory and practice related to working directly with youth and their families to learn about and utilize library resources. I have applied in the past for jobs in makerspaces like the second job posting, but because of my lack of experience in general librarianship and with information technology I have been passed over. The job with the bookmobile in Utah appeals to my desire to reach underserved communities, spend time in the outdoors, and my past experience driving trucks. Overall, I was pleased to find a diversity of positions within

my reach that I would find interesting, challenging, community oriented, and which would offer a living wage and benefits.

Currently, the Harley-Davidson Motor Company is searching for an archivist willing to work at their official museum in Milwaukee, Wisconsin. The position requires an undergraduate degree in either history or information studies, and strongly prefers a master's degree in either field as well. The position also requires three years of related experience, desiring candidates with previous experience in corporate environments, proficiency with databases and digitization, as well as previous knowledge of "archival preservation techniques."

There are a handful of different responsibilities assigned to the position. Foremost, the archivist is tasked with "filling service requests" and with the cataloging of new materials. More generally, the archivist is expected to preserve and digitize the collection. What is perhaps unique about this position is that it is listed as a marketing position. As such, the archivists must assist with product development by providing historical input in service of accuracy. They must also put the collection to work as content for social media postings.

Unfortunately, there is no salary listed. But it is worth noting that the "position is eligible for domestic relocation assistance." In summation, the position seems to be a unique opportunity for an information professional or historian to put their knowledge to use in a private, corporate setting. An archivist in this position would be expected to become an expert in all things Harley-Davidson, which would be attractive not only to motorcycle lovers, but also to any who desire to become masters of specific subjects rather than being more general with their work and research.

https://jobs.harley-davidson.com/job/Milwaukee-Archivist-WI-53201/575315500/?feedId=4&utm_source=Indeed

Warner Brothers is currently searching for a metadata archivist at their legendary Burbank, California lot. Applicants need a degree in either library science, business systems, communications or business. Applicants also need experience in the fields of either library sciences, business systems analysis, client relations or entertainment. Additionally, the position prefers experience in cataloging and the knowledge of data asset management and inventory systems. This position is unique in its focus on archived data as opposed to physical materials. Thus, the applicant must be extremely capable with technology.

The position's responsibilities include the creation of new records using various data management systems and the auditing of already existing records. The archivist is also tasked with being a consultant for other departments that may need the archived data for the purposes of production and marketing.

This position is within Warner Bros. relatively new technology department (WBT), which was founded in 2017. The job listing does not state who the archivist would report to nor does it list a salary. All together, this position seems to offer a unique opportunity to the technologically inclined information professional. This position may well appeal to those with an interest in the entertainment business, as well as those with a passion for cutting-edge forms of preservation.

<https://www.warnerbroscareers.com/find-jobs/?173096BR>

The Montana Historical Society is currently looking for a Photograph Archivist to work at their location in Helena. This is a state government job and the archivist will be reporting to the Director of the Montana Historical Society. Any applicant will need a Bachelor's in American history or a related field and a Master's in LIS, history, image preservation or a related field. Beyond degree requirements, applicants will also need “a thorough knowledge of modern archival theory... knowledge of current and historic photographic and film processes... sound knowledge of American history... an understanding of historical research methods,” and a “thorough knowledge of electronic information systems.” Beyond that, they also need the ability to be able to work alone.

As a State of Montana Photograph Archivist, the applicant will be tasked with appraising, cataloging, and describing the state's collection of still and moving images. They will also be responsible for the preservation and housing of said materials. As should be expected, the archivist is also tasked with providing access to these materials. Interestingly, the archivist will be working with a “photograph archives manager” in the process of providing the public access to the society's materials.

This job appears to provide a more traditional archival position. The archivist will likely be working within a somewhat rigid governmental structure where the expectations of them are probably well-established. While this may be unexciting for some, those who are fond of the structure that a bureaucratic structure can provide will likely be happy here. The position provides a salary of \$31,312-\$35,360 annually as well as health insurance and a retirement plan.

<https://mtstatejobs.taleo.net/careersection/200/jobdetail.ftl?job=19142747&tz=GMT-05:00&tzname=America/Chicago>

The US Department of the Navy is currently looking for a supervisory archivist at the Navy Yard in Washington, D.C. The posting does not report who the applicant's direct supervisor would be, but it is clear that the position is a high-ranking one within the Naval History and Heritage Command. As far as educational requirements, applicants must have at least a bachelor's degree in "archival science" or a related field, such as history, with elective credits in archival science. The more demanding requirement is that applicants must have at least one year of experience at the GS-13 pay grade as per federal regulations given that this position is a GS-14 grade.

Those in this position will be tasked with overseeing the "professional development" of the "government information staff in areas of archival principles and theory." They will also be tasked with formulating policy for Navy archival programs. The supervisory archivist is one of the chief stewards of the Navy archives and is expected to provide "general oversight" of collection processing. But chiefly, those in this position will be expected to fulfill a "full range of supervisory duties."

This position is a fantastic opportunity for anyone with military and supervisory experience. Given that prior experience in the military is required, it is a striking opportunity for those currently enlisted and veterans alike. Those who are fond of strict structures would likely find a comfortable home in the Navy. More comfortable still is the salary, which ranges from \$117,191 to \$152,352 a year with comprehensive benefits.

<https://www.usajobs.gov/GetJob/ViewDetails/551731300>

Summary

The overarching theme between all of the jobs I found and described this semester is that they've all been in the archival field. And while some may consider it a blessing that I seem to have already found my information field of interest, others might point out that by only searching for archival jobs I have limited my horizons. And yet the four jobs that I did find might weave a different tale. I found positions for a metadata archivist, a photograph archivist, a supervisory archivist, and an archivist with mixed curatorial duties. Even within the individual information fields themselves there is an abundance of duty diversity to be found. Admittedly, this came as something of a surprise to me. Before going out and searching for these unique positions, my knowledge had been limited to what I had experienced in my working life. As an undergraduate, I had the opportunity to work under an archivist that represented this new breed of archivist-curators, whose duties included a fusion of both traditional positions. But until this particular assignment, I had always assumed that type of position to be an anomaly brought on by that institution's unique situation. But now I see that I shouldn't have been so small-minded. The Harley-Davidson job too combines the duties of an archivist and a curator because that sort of information professional is what fits their needs, much like my former working institution. Indeed, many institutions, and corporations in particular, have a need for information professionals who can combine the skills of curators and archivists. It's just one of the many ways in which the information professions as a whole are advancing and changing to meet the needs of the day. And now, having seen much of what there is to see thanks to my classmates, I can confidently say that this new type of position is one that I would be interested in pursuing going forward.