

Job Summary:

The Historical Society of Kent County is seeking a part-time Archivist/Librarian to take charge of an ongoing digitization and cataloging effort. The Archivist/Librarian will also assist with the preservation of the Historical Society's collections and field research inquiries from members. The Archivist/Librarian will be responsible for overseeing visitors to the research library.

This is a 20 hour per week part-time position that will be paid at a rate of \$20/hour. This position offers no benefits.

Duties and Responsibilities:

- Plan, develop, and implement a collections management strategy
- Work with the Executive Director to appraise potential additions to the archives or library
- Oversee and participate in the accessioning, organization, and preservation of archival collections in physical and digital formats
- Provide reference and research services for the Historical Society's collections
- Supervise intern and volunteer work as needed
- Fielding inquiries and research questions from membership and the public
- Oversee in-person visitors to the Historical society's research library

Qualifications:

- Masters in Library or Information Science from an ALA-accredited institution (preferred) OR an appropriate degree in another field relevant to the position
- 1 year experience in archives, museums, or libraries
- Knowledge of archival and collections best practices
- Knowledge of the PastPerfect collections management software or otherwise having a knowledge of a collections database software
- Experience of working with documents, photographs, and objects
- Experience of working with digital collections
- Ability to lift up to 20 pounds as frequently as needed to move objects

Documents needed to apply:

- Cover Letter
- Resume
- List of up to three references

Please send applications to director@kentcountyhistory.org by Friday, June 16th, 2023.