

JOB ANNOUNCEMENT

Organization: National Museum of Women in the Arts
Position: Reference & Technical Services Librarian
Department: Library and Research Center
Reports to: Director of the Betty Boyd Dettre Library and Research Center
No. of Direct Reports: None

Position Summary

The Librarian will assist in all aspects of library operations and will perform cataloging, reference, technical services, and participate in archives management, as well as other duties necessary to fulfill the goals and mission of the LRC. Working with the Director of the LRC, the Librarian performs duties requiring knowledge of library practices and procedures, is an ambassador for the museum in-person and via remote inquiry, and maintains dedication to the preservation, access, and creative implementation of the collection. Work priorities will change to reflect the needs of the community and the collection. Priorities for the Librarian are established by departmental goals and immediate needs as determined by the Library Director.

Major Responsibilities

Functions may include, but are not limited to:

- Providing resource description, cataloging, and technical services support for the collection, including rare and unique items, artists' books, and artist files.
- Conducting collection management to determine cataloging priorities and bring up-to-date backlog of print materials.
- Answering research and reference inquiries over the phone, by email, and via snail mail.
- Overseeing reading room operations and reference desk staffing
- Assisting with ordering LRC supplies and equipment
- Providing reference and research services for museum staff and outside researchers.
- Providing customer service by regularly staffing the reference desk.
- Managing book processing and collection maintenance.
- Managing shelving, shelf reading, creation of books displays, and library collection upkeep.
- Collaborating with Director on collection development and acquisitions.
- Assisting in selecting, training, and supervising interns and volunteers.
- Supporting institutional archives by facilitating deposit and performing processing as assigned.
- Assisting Digital Asset Manager to address digital collections originating in the library and archives. Digitizing materials.
- Participating in collaborative problem solving and stewardship of library collections and initiatives.
- Assisting in implementation of public programming activities, including book discussions, author talks, Wikipedia edit-a-thons, and other events.
- Participating in professional library and bibliographic organizations by attendance at professional conferences, presentations, and publishing.

Qualifications

This position requires a Bachelor's degree in Art, Art History, Museum Studies, Women Studies, or related fields with two or more years of experience (full-time or equivalent) working in a library. The successful candidate will demonstrate the following skills/experience:

- Copy-cataloging or cataloging experience
- Experience in multiple library departments
- Enrollment in or completion of an ALA-accredited Library/Information Science Program (Highly Preferred)
- Proficiency with the Microsoft Office Suite
- Ability to lift a minimum of 20 lbs.
- Strong organizational and interpersonal skills
- Excellent customer service
- Strong research and reference services skills
- Excellent oral and written communication skills
- Demonstrated experience of successful team collaboration in a diverse work environment and/or providing services to diverse populations
- Exceptional attention to detail
- Receptive to feedback and willingness to learn new skills
- Desiring continuous improvement and enhancement of library skills

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

Compensation:

The salary range for this position is \$56,000.- to \$65,000.- annually and includes a benefits package.

Please submit applications by emailing cover letter and résumé to HR@nmwa.org.

The National Museum of Women in the Arts is an equal opportunity employer. To request reasonable accommodations in the application or hiring process, please notify NMWA's Human Resources department at HR@nmwa.org.

To comply with tax and legal obligations, all candidates must reside in Maryland, DC, or Virginia. While there may be flexibility for remote/hybrid work environments, candidates must be residents of MD, DC, or VA or relocate prior to the start of employment at NMWA. Candidates must be legally eligible to work in the U.S. for NMWA, without visa sponsorship by NMWA.

The National Museum of Women in the Arts ([NMWA](https://www.nmwa.org)) is the first major museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.