

Title: Archivist and Librarian

Reports to: Director of Archival and Library Collections

Supervises: Volunteers and interns

Status: Exempt, Full time (35 hours per week)

Hours/Days: Hours are 9 a.m. to 5 p.m., Tuesday through Saturday, with some non-traditional hours required for specific events

Scope of Work

The archivist and librarian provides on-site and remote reference services for the Society's collections; creates and edits catalog records and other collections access tools; and serves as a key member of the staff team supporting library operations.

Responsibilities

- Provide reference services for the Society's collections, including on-site and remote inquiries and research requests
- Oversee access and proper handling of collections
- Ensure established security and other procedures for the library reading room and other collections areas are followed
- Maintain a working knowledge of the Society's collections to effectively serve library users, visitors, and staff
- Create original and edit catalog records for the Society's printed, manuscript, photographic, and other special collections following established standards
- Create and edit inventories and finding aids for the Society's collections
- Assist in the library's acquisitions process, including registering, accessioning, and cataloging new materials, as well as the preparation of acquisition reports
- Manage Society image requests and fulfillment
- Collaborate with other staff and the collections stewardship team to improve collections care, access, and documentation
- Supervise volunteers and interns
- Track library usage
- Present off-site and on-site programs related to the Society's collections and services
- Other duties as assigned

Required Qualifications

- Master's Degree in library or information science from an ALA-accredited program; or other relevant graduate degree
- Experience providing reference and research services to a diverse public
- Understanding of library and archival collections management principles
- Experience handling rare and fragile materials
- Experience creating original catalog records using professional metadata standards, including AACR2, RDA, DACS, Dublin Core, LCSH, and MARC21
- Technology competence and proficiency with Microsoft Office Suite

- Excellent research, written, and oral communications skills
- Experience working at a historical society or other institution with library, archival, and museum collections
- Strong planning and organization skills with the ability to prioritize and multi-task
- Ability to function as a contributing team member in a project-oriented and shared decision-making environment
- Ability to lift up to fifty pounds and perform regular physical activity including climbing up and down stairs, kneeling, bending, and standing for extended periods of time
- Valid driver's license
- All New Hampshire Historical Society staff are required to be fully vaccinated against Covid-19

Preferred Qualifications

- Familiarity with New Hampshire history and culture
- Experience with and interest in genealogical research
- Interest in and knowledge of United States history
- Familiarity with MINISIS Management for Libraries and Management for Archives; PastPerfect Museum Software; ResourceSpace or other digital assets management systems

About the New Hampshire Historical Society

Founded in 1823, the New Hampshire Historical Society is the fifth-oldest historical society in the nation and one of New Hampshire's leading cultural organizations. It is the only institution devoted to saving, preserving, and sharing all aspects of New Hampshire's history.

The Society has saved and preserved the most extensive collection of objects, archives, books, and research resources related to New Hampshire history that can be found anywhere. Headquartered in the state's capital city, the Society uses its vast resources to serve thousands of adults and children each year through its library, museum, website, publications, exhibitions, public programs, and youth and school educational programs. In recent years the Society has undertaken major initiatives to serve more people and expand access in three focus areas: increased public programming; accelerated digitization of the collections and expanded access through an integrated online collections catalog; and increased support of New Hampshire social studies teachers and education.

The Society's key priority programmatic and organizational goals are: to enhance the lives of residents and visitors by fostering a greater appreciation of our common history and culture; to improve the quality of history, civics, and social studies education statewide; and to continue to strengthen the organization's financial sustainability.

The New Hampshire Historical Society is an independent nonprofit organization that receives no financial support from state government. It is financially strong and has a growing statewide membership. The Society is governed by a 22-member board of trustees and currently has a paid staff of 14 full-time and 11 part-time employees, supported by volunteers and interns. The Society has been accredited by the American Alliance of Museums since 1985. For more information, visit nhhistory.org.

To apply

Please send a letter of interest, including salary expectations, and resume as a single PDF file to Sarah Galligan, Director of Archival and Library Collections, at sgalligan@nhhistory.org. Subject line of the email should read: "Archivist and Librarian: [Your Last Name]."