

Job Description – Assistant Archivist/Librarian (AA/AL)

General:

Assistant Archivist/Librarians are responsible for assisting the Archivist/Librarian in the maintenance of the Archive and Library Collections. Assistants may request or be assigned to specific collections; the postcard archivist, the yearbook librarian, etc.

Status:

- Assistant Archivist/Librarians report directly to the Archivist or Librarian
- A part-time, volunteer position

Qualifications:

AA/ALs should have an interest in history and/or library science. Knowledge of basic genealogy research would be helpful. Some knowledge of basic computer skills is important. Attention to detail is a valuable skill in this position.

Specific Responsibilities:

- Assistant Archivists/Librarians must complete six (6) hours of training developed and delivered by the Society Librarian and Archivist. This training should include collection structure and policies, use of finding aids including the Kennebec Historical Society Collections database tool and policies governing the use of collection materials and the building and grounds
- Following the Collections Procedure accept, inventory, catalog, and store all collection donations and acquisitions
- Do research on donated and acquired items to aid in cataloging. Use research tools provided by the Archivist and Librarian
- Inform the Archivist/Librarian when supplies are needed
- Keep record of and inform the Archivist/Librarian when errors are found in the Collections Database
- Work with the Archivist/Librarian to identify items that should be added to the collection
- Provide assistance in the development of exhibits for the Society
- AA/ALs can also perform the function of research assistants
- Help the Archivist/Librarian to maintain and update procedures to efficiently inventory, catalog and store items.

Goals:

- 100% of all donations and purchases fully processed in the year they are received
- Reduce the backlog and incompletely cataloged items by 10% each year