Anchorage Museum

Title: Librarian
Reports To: Chief Collections and Conservation Officer
FLSA Status: Exempt
EEO Class: Professional
Approved By: Museum Director

The Anchorage Museum connects people, expands perspectives, and encourages global dialog about the North and its distinct environment. Exploring the intersection of art, history and science, the Anchorage Museum shares multiple perspectives and experiences that tell a greater story. We welcome diverse perspectives and recognize all are enriched when a diversity of voices, viewpoints, and skills are included and engaged in the work we do.

Summary Position Statement

Under the general supervision of the Chief Collections and Conservation Officer, the Librarian works to maintain the Anchorage Museum’s specialized book and periodical collection, performs library and reference services, administers and implements image rights and reproduction, and assists in planning and coordinating research visits. The Librarian also works with staff and in alignment with the Collections Plan to develop the collection. This position is a key liaison in providing access to library and archival collections, including books, periodicals, photographs, rare books, maps, and other printed and electronic resources.

Essential Functions

- Ensure responsiveness to the public and local community in accessing the Museum’s library and archival holdings and collection
- Assist patrons, researchers, curators and others in accessing materials
- Oversee and maintain records of Museum exhibition archives and publications
- Work as part of a team to expand access to and use of the Atwood Resource Center for underserved audiences, artists, nontraditional researchers, and other Museum participants and programs
- Develop and assist with public programs within the Atwood Resource Center
- Administer and implement image rights and reproduction process, including corresponding with patrons, locating images, completing contracts, facilitating image scanning, and generating and tracking invoices
- Catalog specialized book and periodical collections
- Manage staff requests for books and periodicals
- Maintain and support participation in the online Alaska Catalog Library
- Plan and develop appropriate storage for library collections
- Assist with planning, budgeting, and cost estimates for related departmental and public programming
- Train and supervise volunteers and interns
- Serve in an advisory role to internal and external curators for Museum projects
• Advise and develop policies and procedures regarding collection and management of materials, research access, records retention, etc.
• Maintain knowledge of reference databases, and other collection reference sources in order to research, guide, instruct, and assist patrons
• Maintain a familiarity with other library collections
• Participate in statewide conversations and convenings related to libraries and archives
• Maintain an openness to curiosity, creativity, critical thinking and inquiry
• Exhibit professionalism when responding to patron/staff inquiries providing information in an efficient and timely manner

Non-Essential Functions

• Manage inventory
• Represent the Museum at local, state, and national professional organizations
• Compile and report data related to usage, programming, and attendance
• Maintain and update TMS records, as needed
• Create and distribute bibliographies and reference guides to promote the collections of the Museum
• Present tours and provide instruction as requested
• Work with staff to promote reference resources to the broader public and various community groups
• Attend and participate in staff meetings, workshops, conferences and classes to increase professional knowledge
• Serve on committees as assigned
• Select, order, catalog, processes, and shelve books and periodicals
• Provide leadership
• Perform other duties as assigned

Knowledge, Skills, & Abilities

• Knowledge of Alaska/Northern culture, environment and literature
• Understanding of best practices for libraries
• Experience with methods, tools and practices of research
• Knowledge of electronic reference databases
• Ability to facilitate and provide context, content and tools in the exploration of information, experience and memory
• Experience with public speaking and able to instruct individuals and groups of people
• Ability to establish rapport and interact professionally and sensitively with all Museum patrons and the public
• Ability to plan and organize work to meet schedules and timelines
• Ability to effectively convey Museum practices, policy and procedures to others
• Ability to maintain accurate statistics and reports
• Ability to communicate clearly and concisely, both orally and in writing
Qualifications

- Bachelor’s degree in library science, English, history, anthropology, or related field; master's degree in library science or archival studies preferred
- Two years working in a museum or library requiring interaction with the public
- Excellent customer service skills
- Excellent communication, listening, and interpersonal skills

Employee Expectations

As an AMA employee, the incumbent is expected to model the following traits:

- Foster and maintain open communication and collaboration and actively engage in the exchange of ideas and maintaining constructive relationships
- Initiative and creativity in all aspects of the position
- Lead by example by maintaining a high standard of professional ethics and conduct at all times
- Treat everyone with dignity and respect at all times
- Support and uphold the policies and procedures of the AMA

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit and walk; use hands to finger, handle or feel; reach with hands and arms; talk and hear. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include color and close vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are typical of an office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.