Regional History Librarian
Center for Regional History

POSITION INFORMATION

**Title:** Regional History Librarian  
**Type:** full-time, year-round, non-exempt position  
**Schedule:** This is currently a Tuesday-Saturday position. The schedule may change, but will always include at least one weekend day.  
**Location:** Ketchum, Idaho  
**Reports to:** Mary Tyson, Director of Regional History  
**Minimum Compensation:** $18/hour  
**Benefits:** 85% of health insurance premium paid by employer, retirement plan with 2% match, employer-paid AD&D policy, voluntary vision, short-term disability and dental plans.  
**Special Instructions:** successful applicants must complete a criminal background check.

JOB SUMMARY

The Community Library Center for Regional History, which includes the Betty Olsen Carr Reading Room, special collections archive, the Regional History Museum, and the Hemingway House cultural site, seeks a dynamic librarian to work as part of a team to process, preserve, and make accessible central Idaho historical materials. This work includes performing general library operations, assisting patrons with research, processing archives, conducting oral history work, completing museum inventories, cataloging, digitizing materials, assisting with the execution and development of exhibitions (both in the museum and library), creating finding aids, and handling rare materials.

DUTIES AND RESPONSIBILITIES

- Help patrons of all ages conduct research and navigate the Regional History collections;  
- Provide excellent service to library patrons and museum visitors of all ages and backgrounds;  
- Adhere to library, archives, and museum preservation and conservation standards;  
- Catalog and process books;  
- Manage and interpret metadata through the database software (PastPerfect), integrated library system (TheLibrary Corporation), and other discovery and access software tools as needed to organize and interpret the collection;  
- Accession, process, and create finding aids for new donations;  
- Communicate effectively, both orally and in writing;
• Work both independently and collaboratively in a production-oriented and creative team environment;
• Be proficient with technology and metadata standards specific to archives, museums, and special collections;
• Assist in the management of photo collection resources;
• Assist in the management of the oral history collection;
• Work with team to implement, manage and improve digitization workflows;
• Work with a curating team to execute museum exhibitions;
• Assist running museum operations and programs;
• Attend all department and CLA wide meetings and trainings;
• Complete other duties as assigned.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS
Work is performed primarily indoors and may involve sitting at a computer and standing for lengthy periods of time. This position requires intermittent lifting and moving objects up to 40 pounds (heavier items must be team lifted). A high degree of interaction with the public is required for this position.

REQUIRED QUALIFICATIONS
• Bachelor’s degree in history, another humanities field, library and information science, or related field;
• Demonstrated experience communicating with the public, whether in customer service or a public facing museum or library role;
• Strong computer skills including but not limited to Microsoft Office, databases, and the Adobe Creative Suite, coupled with a willingness to learn new programs;
• Academic or work experience in project management;
• Demonstrated time management skills and attention to detail, organizational skills, and accuracy;
• Demonstrated ability to foster an atmosphere of diversity and inclusion consistent with the library’s aims.

PREFERRED QUALIFICATIONS
• Bilingual skills in English and Spanish;
• Background in Idaho history or history of the American West;
• Experience in public history and/or museum education; or working in a cultural site;
• Experience in computer file management.
• MLIS degree from an accredited Library and Information Studies Master’s program;
• Advanced studies in Archives;

APPLICATION INSTRUCTIONS
The application period is open until September 25, 2019. Interested candidates should submit a cover letter, resume, and three professional references as PDF attachments to bringit@comlib.org using subject header “Regional History Librarian Position”. Please direct all questions to Nicole Lichtenberg operations manager, at the aforementioned email or by calling 208.806.2640.