



# Fairfield Museum

AND HISTORY CENTER

**Position Title:** LIBRARIAN

Reports To: Executive Director

Level: Part-Time (Wednesday-Saturday 10 AM – 5 PM)

Supervises: Library interns and Volunteers

**Function:** Responsible for the administration, care, and management of the Fairfield Museum’s library (archival, photographic, genealogical and reference) and the oversight of public access to those collections. Assists patrons and museum staff with historical research.

**Background:**

Established in 2007 as an expansion of the 105-year-old Fairfield Historical Society, The Fairfield Museum is today a vibrant nexus of community life that welcomes more than 35,000 visitors annually. Our community-focused mission has guided our success in becoming a focal point of civic pride, a prominent center for the study of arts and humanities, and an award-winning institution of statewide renown. We maintain an eighteenth-century historic home and operate five Town-owned historic properties as part of a creative place-making initiative to create a dynamic center for arts, humanities and performance in the center of Fairfield.

The Museum’s research library is among the best resources for Connecticut history, used by hundreds of students, scholars and researchers each year. We are home to the Collier Collection in Connecticut History, with books and research materials covering all aspects of state history. Our archives include over 200 manuscript collections of family, business, and organizational records related to Fairfield and its region, and researchers make particular use of our genealogical and photographic resources. We have an active digitization program and participate in statewide initiatives including Connecticut Collections ([www.ctcollections.org](http://www.ctcollections.org)) and the Connecticut Digital Archive ([ctdigitalarchive.org/](http://ctdigitalarchive.org/)).

**General Duties:**

(1) Manage and direct Library operations and facilities.

- Manage the storage of library and archival materials and oversee the care, conservation and security of those collections, in conjunction with Collections Manager.
- Recruit, train and manage library volunteers and interns.
- Oversee library space utilization, furnishings, equipment, and security.
- Administer copyright compliance.
- Manage sections of the Museum’s website pertaining to library/archives;

(2) Provide proactive customer-oriented services, including reference/research services and guidance in accessing library resources.

- Provide assistance to library clients (in person, by telephone, and online) in answering inquiries, locating information, and interpreting resource catalogs. Participate in appropriate online forums to share information about the library's holdings, local history questions, and research opportunities.
- Assist Museum staff in locating and developing resources and information helpful in developing exhibitions and programs.
- Make digitized photographic resources available for reproduction to patrons (in accordance with library policies), media outlets, and for use in museum exhibitions and programs.
- Work with Museum staff to research and develop programs for students and teachers that encourage broad use of library resources and deepen engagement with themes of exhibitions and collections.

(3) Lead efforts to develop and refine the museum's library collections

- Conduct community outreach to identify library acquisitions that help the museum meet its goal to document Fairfield's entire history; review new publications in local and regional history to add to library's book collection; maintain reference files on topics related to local history.
- With Collections Manager and Curator, evaluate proposed acquisitions and select items for the collection that advance the museum's goals.
- Convene the Museum's Collections Committee as needed to review collections policies and approve deaccessions.
- Process and arrange archival materials in accordance with professional standards, create finding aids, and provide appropriate housing for materials.
- Catalog or index resources in accordance with professional standards, and implement strategies for expanding public access to library collections. Work with Collections Manager to describe and manage materials in our collections database.
- Create online access to library/archival material in conjunction with appropriate statewide initiatives, including the Connecticut Collections portal and the Connecticut Digital Archive.
- Maintain key contacts and collaborations within the historical, museum and genealogical community that help position the Fairfield Museum Library as a prominent resource.

(4) Develop and manage the library's departmental budget and assist in identifying new revenue sources.

- Work with the Executive Director to expand library support through grants, donor stewardship, and other fundraising activities.

### **Qualifications:**

Successful applicants will bring creative energy, attention to detail, and enthusiasm to their

work, and have 3-5 years of relevant work experience. Masters in Library Science or similar degree with significant experience in historical research preferred. Applicants should also clearly demonstrate their ability and experience with:

- Inspiring and managing a diverse team of staff, interns and volunteers.
- Being an energetic self-starter, creative problem solver, effective leader and ability to be an enthusiastic advocate of the Fairfield Museum's mission and programs.
- Communicating verbally and in writing with a variety of audiences.
- Having a highly organized and efficient work ethic, and the ability to simultaneously balance multiple projects in a fast-paced environment.
- Working with Microsoft Office, cataloging databases, and archival management software, as well as engagement with online platforms for sharing library resources.

This is a part-time (28 hour/ week) position requiring Saturday and occasional evening hours. Compensation is \$30/ hour or commensurate with experience.

**To Apply:**

Please email a detailed resume and cover letter to [librariansearch@fairfieldhs.org](mailto:librariansearch@fairfieldhs.org) by November 15<sup>th</sup>, 2019. The Fairfield Museum is an equal opportunity employer.