



Position Title: Special Collections Librarian

Status: Part-Time, 24 hours/week | Wednesday – Saturday | 10AM – 4PM
Rate: \$38/ hour
Reports To: Deputy Director for Programs
Supervises: Library research assistants, interns, and volunteers
Function: Responsible for the administration and development of the Fairfield Museum’s research library, its archival collections, digital resources, genealogical, and photographic materials. Manages access to the collection and oversees research and reference services.

Background:

The Fairfield Museum & History Center is a vibrant center of community life that welcomes more than 34,000 annual visitors, a prominent center for the study of arts and humanities, and an award-winning institution of statewide renown. Our mission is to inspire civic engagement by celebrating the diverse history of our region and its people. As a dynamic public forum, we believe in the power of art and humanities to inspire the imagination, stimulate ideas, and build a better society.

The Museum’s Research Library is among the best resources for Connecticut history, widely used by students, scholars, and researchers. It is home to the Collier Collection of Connecticut History with books and research materials covering all aspects of state history. The archives include more than 200 unique manuscript collections of family, business, and organizations related to Fairfield and its region. The Library participates in statewide digital initiatives including Connecticut Collections and the Connecticut Digital Archive. To learn more, visit www.fairfieldhistory.org.

Position Responsibilities

- Oversee public access to Fairfield Museum’s Special Collections holdings as well as provide research assistance to Library users in person, by telephone, and online.
- Assist with the development of Library programs in partnership with Deputy Director for Programs that engage new audiences.
- Implement a collection development policy to keep the Library collections current in local, regional, and state history resources.
- Identify opportunities to integrate new and evolving technologies to digitize collections and finding aids, and increase accessibility of Library resources.
- Oversee Library space utilization and preservation planning.
- Manage the organization and bibliographic control of public catalog data. Upload catalog data to the KOHA system.
- Actively participate in academic, museum, and humanities professional organizations to promote the Fairfield Museum’s Library as a prominent resource.

Qualifications:

Successful applicant will bring creative energy, careful attention to detail, and enthusiasm for their work, and have 3-5 years of relevant and progressive work experience. Knowledge of library digitization standards and an interest in Connecticut history is desired. Applicants should also clearly demonstrate their ability and experience with:

- The organization, description, and cataloging of archival materials.
- Knowledge and experience with current digital standards.
- Knowledge of American and Connecticut history.
- Familiarity with genealogical research and resources.
- Familiarity with new and evolving technologies to increase accessibility of Library resources.
- Knowledge of professional standards for library reference and research services.
- Ability to work independently with creative problem-solving skills.
- Excellent verbal and written communication skills.

Education:

Master's degree in history or library science.

Work Conditions:

The position requires the ability to lift, carry, and bend while handling boxes or volumes weighing up to 30 pounds; climb and reach using stepstools and ladders; and operate basic office equipment. The role also involves occasional exposure to dust and other allergens.

All Fairfield Museum employees are required to undergo a criminal background check and must be eligible to work in the U.S.

To Apply:

Please submit a resume and a compelling letter of interest detailing your work experience and how it meets the job requirements for this position. All cover letters and resumes should be sent as ONE PDF DOCUMENT titled "Last Name Cover Letter and Resume" to search@fairfieldhs.org. Please title emails as "Special Collections Librarian" in the Subject Line. Resumes will be accepted until the position is filled.

Equal Opportunity Employer:

Fairfield Museum is committed to building an inclusive culture that reflects the full diversity of the communities we serve and provides equal employment opportunities to all employees and applicants for employment. The Museum prohibits discrimination and harassment of any type due to race, color, sex, sexual orientation, gender identity or expression, age, creed, religion, national origin, citizenship status, disability status, ancestry, marital status, veteran status, medical condition, or any other characteristic protected by local, state, or federal laws.