

Human Resources

JOB OPENING

January 18, 2008

POSITION TITLE:

Assistant Reference Librarian

REPORTS TO:

Head Librarian

STATUS:

Full-time, exempt; Tuesday through Saturday, 35 hours weekly with weekend & evening hours as assigned

JOB RESPONSIBILITIES:

1. Share responsibilities for providing user-centered information and reference services in person, by telephone, and electronically at the reference desk and other service points.
2. Partner with colleagues to develop and present a program of library instructional initiatives directed at extending staff and library user knowledge, through library instruction sessions, tours and orientations.
3. Coordinate the management and selection of library online resources, including subscription and web-based sources by preparing recommendations for renewals, monitoring usage, developing and delivering user training for library online resources, including library guides.
4. Assist with collection development services and projects.
5. Participate in library outreach programs, including library book displays, assisting with a library newsletter, and audience development and monitoring.
6. Develop and maintain web-based guides and information sources; assist library staff in developing online projects.
7. Maintain current knowledge of developments and research trends in art history, librarianship, including standards for reference services, and technologies that impact information and reference services.
8. Supervise library assistant for public services; work to meet internal and external user-centered needs; provide guidance to the staff in solving problems, setting goals and completing performance evaluations as needed.

MINIMUM REQUIREMENTS:

- ALA-accredited Master's degree in library science
- BA in art history or architectural history
- 1-2 years' successful professional library experience providing reference, instruction and research services
- Knowledge of research sources in art history and the humanities, including print and online sources
- Demonstrated excellent interpersonal/communication skills, both verbal and written
- Familiarity with integrated library information systems
- Ability to prioritize and balance responsibilities, meet deadlines and work in a changing environment
- Commitment to innovative and effective user-centered services

- Reading knowledge of one modern European or Chinese/Japanese language
- Microsoft Office Suite software, including PowerPoint

PREFERRED:

- Advanced degree in art history
- 2-4 years' successful professional library experience
- Recent library teaching or technology training and knowledge of instructional theory and practice
- Art history teaching, supervisory and project management experience highly desirable
- Experience maintaining web-based guides or resources
- Familiarity with new technologies and their applications for information and reference services
- Commitment to innovative and effective user-centered services
- Experience with OCLC, MARC, LCSH, online catalogs and integrated library systems
- Experience with digital image systems and collections, such as Luna, ARTstor, or others
- Reading knowledge of several modern European languages, especially German and/or Chinese or Japanese is highly desirable.

TO APPLY: Please submit a sample of your past work which could include a library guide, presentation, paper, web-project , demonstrating teaching methods or innovative reference services.

Please send cover letter, resume and salary history (required for consideration) to:

Assistant Reference Librarian, Human Resources, The Nelson-Atkins Museum of Art, 4525 Oak Street, Kansas City, MO 64111; or email to: hrrecruiter@nelson-atkins.org. Fax: (816) 561-3144.

EOE

INTERNAL APPLICANTS:

Internal candidates will receive first consideration if they meet the minimum requirements. In addition to submitting the above materials, please fill out a job posting application. This can be found on the intranet or it is available at the Security Command Center. ***On your application we strongly encourage you to specifically address how you meet the requirements of this position and draw parallels or similarities to responsibilities and experience you possess.***

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