



## JOB DESCRIPTION

**Job Title:** Library Associate, Local Historian, Adult Services Department

**Reports to:** Adult Services Manager

**Classification:** Associate

**Summary:** Oversees the day-to-day operations of the GMPL's Doris Wildenheim Local History Room, providing research, programming, and special projects and following best practices for maintaining archives and collections.

### Key Responsibilities:

- Conserve and preserve manuscripts, records, and other artifacts by documenting and recording information in written or electronic form.
- Gather historical data from sources such as archives, court records, news files, photographs, books, pamphlets, and periodicals.
- Conduct historical research as a basis for identifying, conserving, and reconstructing historic places and materials.
- Research and prepare public programming and the development of exhibits within the Library
- Speak to various groups, organizations, and clubs for education and entertainment purposes to promote the Library's local history collection.
- Interview people to gather information about historical events and to record oral histories.
- Train volunteers to work on equipment for projects or special programs.
- Create and manage metadata for the Biblioboard database.
- Maintain *Postcards from Grafton* podcast.

### Qualifications:

- Maintain current knowledge of best practices for maintaining archives and collections of historical artifacts.
- Plan new programs and form collaborations outside of the Library.
- Service-oriented, actively seeking ways to help people; enjoys working with the public and co-workers in a friendly, non-competitive environment.
- Excellent writing and communication skills.
- Willing to take a proactive approach to promote the Library's collection, services, and programming.
- Develop specific goals and plans to prioritize, organize, and accomplish your work.

- Computer literate, willing to learn Google, Microsoft Office software, Photoshop, and Biblioboard.
- Work independently or as part of a team.
- Have the ability and willingness to work a varied schedule, including evenings and weekends.
- Must withstand repetitive motions using fine motor skills to inspect materials and typing on a keyboard.

This job description does not cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. Other duties, obligations, and activities may change or be re-assigned at any time with or without notice.

Grafton-Midview Public Library is an equal opportunity employer providing employment opportunities for all applicants and employees without regard to race, color, religion, sex, age, disability, national origin, veteran/military status, genetic information, or any other characteristic protected by law.