Job Title: Assistant Library and Archives Technician

Overview:

Chester County History Center invites applicants for the part-time position of Assistant Library and Archives Technician for its historical manuscript and reference collection. This position reports to the Librarian and is part of the Collections Department team. Responsible for the renowned CCHC library collection (750,000 manuscripts from the late 1600s to the present), the Assistant Library and Archives Technician works collaboratively with other departmental CCHC staff, patrons, volunteers, and student interns.

This is a part-time position, 18-24 hours a week. It requires 3 full days of on-site work with a Wednesday-Saturday availability between the hours of 8:30 a.m. and 4:30 p.m. Schedules and flexibility within this range of availability are negotiable on an as-needed basis.

This position supports the daily operations of the library, special collections, and photo archives. Assisting researchers with genealogical inquiries, historical research methodologies, and general reference duties are a primary function. Additional functions include the organization, preservation, and accessibility of various materials and records. This role requires a detail-oriented individual with a passion for maintaining and enhancing collections of historical and educational significance.

About Chester County History Center

CCHC has been collecting materials about the history of the region since 1893. Three hundred years of local history are represented in the permanent collections that comprise 80,000 museum objects, a special collections library with 20,000 reference books and 750,000 manuscripts, and more than 100,000 images of all types in the photo archives. CCHC benefits from the resources of its location in the Brandywine River Valley and its proximity to Philadelphia. More information about CCHC is available at http://www.chestercohistorical.org.
Key Responsibilities:

**Reference and Research Assistance:** Manage on-site reference desk and support in-person and remote researchers by locating materials, answering inquiries, and providing information on collections. Responsible for seeing that the reading room is organized and maintained and that rules are explained, understood, and followed by library patrons.

**Cataloging and Processing:** Assist in cataloging and processing library books, manuscripts, photographs, and digital records, and ensuring they are accessible and preserved.

**Foster an inclusive workplace culture:** Interact with diverse constituents and staff to ensure equity and access for all community members.

**Interdepartmental Collaboration and Support:** Work across departments, teams, and along with local community leaders to support CCHC programming.

**Collection Maintenance:** Perform routine tasks such as shelving books, conducting inventory checks, and digitizing records to maintain and update the collection.

**Preservation and Conservation:** Participate in preservation and conservation efforts for both library and archival materials to ensure long-term accessibility.

**Administrative Support:** Assist with record-keeping, compiling statistics, and preparing reports on library and archival usage.

**Technology and Digital Resources:** Assist in managing and maintaining library and archival databases, websites, and digital resources.

**Outreach and Education:** Participate in the development and delivery of educational programs and outreach activities related to the library and archives such as exhibitions and public events.
**Required Qualifications:**

Bachelor’s degree in Library Science, Information Studies, History, or a related field preferred.

Relevant experience will be taken into account for determining qualifications.

Experience working with photographs and manuscripts in libraries or archives with a focus on cataloging, digitization, or preservation preferred.

Strong organizational skills and attention to detail.

Excellent verbal and written communication skills.

Proficiency in library and archival database software and general office software.

Ability to work independently and as part of a team.

Commitment to providing high-quality service to library, special collections, and photo archives users.

**Desired Skills:**

Knowledge of current best cataloging standards and archival management principles.

Familiarity with preservation techniques and materials.

Strong customer service outlook

Experience with digitization projects and digital asset management systems. [PastPerfect experience is a plus].
Ability to handle rare and fragile materials with care.

Strong research skills and familiarity with bibliographic resources.

Ability to prioritize tasks and time management

**Work Environment and Physical Demands:**

This position may require lifting and moving of materials up to 30 pounds.

Work may involve standing, walking, bending, and reaching on a regular basis.

This position may involve the engagement with and stewardship of sensitive and potentially hazardous materials.

**Schedule and Salary:**

In-person

Part-time position; 3 days a week, 7.5 hours per day

Availability from Wednesday-Friday depending on library needs [roughly 18-24 hours per week] $18-22 per hour [salary is commensurate with experience and qualifications]

**Application Process:**

The position will remain open for one month with rolling interviews scheduled as applications arrive. Please send your letter of interest, resume, and contact information for three references [two professional and one personal] by midnight, April 11th, 2024 to Wyatt Young, Librarian: chestercountyhclibrary@gmail.com