

## Special Collections Librarian: Reference and Outreach Coordinator

The New York State Historical Association, Fenimore Art Museum, and The Farmers' Museum seek an innovative, outgoing and highly motivated Special Collections Librarian to join the Research Library team. Acting as a concierge of sorts, the Librarian will coordinate all aspects of reference and outreach and connect users with the institutions' resources in their many formats. The successful candidate will be able to balance internal operations with public service duties while working with diverse collections and audiences. This is a full time, permanent position.

Responsibilities include:

- Take a leadership role in developing internal and external library audiences
- Oversee occasional staff, including interns and student workers
- Acts as liaison to SUNY Oneonta's Cooperstown Graduate Program staff and students, and Museum departments as assigned
- Coordinate all aspects of user experience including:
  - onsite research visits
  - remote reference questions and in-depth research requests
  - coordinate social media activities with institutions' marketing department
  - develop programs and instructional materials to enhance discovery of Library resources
- Is an active member of the library team in:
  - Collection development and ILL
  - Cataloging and archival processing
  - Strategic planning
  - Policy and procedure evaluation
  - Grant opportunity identification, application, and project management

Required Qualifications include:

- Masters of Library Science from an ALA accredited program
- Demonstrated experience in public service and library programming
- Demonstrated experience in project management and coordination
- Demonstrated experience working with library special collections and/or museum collections
- Understanding of and experience in conducting archival research, and familiarity with a wide variety of primary resources (broadsides, maps, archives, oral histories, prints, photographs, museum objects, etc.)

Desired qualifications:

- Passion for American history, Academic and Folk Art, material culture
- Experience with MARC format and current metadata standards
- Familiarity with EOS.Web or similar ILS software and OCLC Connexion
- Experience with museum collection databases

To apply, please email your cover letter and resume to Jess Zinger, HR Coordinator at [j.zinger@nysha.org](mailto:j.zinger@nysha.org). Alternatively, applications may be mailed to Human Resources, PO Box 800, Cooperstown, NY 13326.