



JOB ANNOUNCEMENT FOR LIBRARIAN/ARCHIVIST PORTLAND ART MUSEUM PORTLAND, OREGON

The Portland Art Museum (referred to as Museum) invites applications for the position of Librarian/Archivist. The Librarian/Archivist is responsible for the maintenance, supervision, and preservation of the Portland Art Museum's Library and archival holdings.

The Library & Archives are presently closed in preparation for relocation as part of a major campus renovation project. Years 1 - 3 will be largely focused on planning and implementing the collection move and collaborating with the Director of Collections & Exhibition on the development of the future library and archives space and functions.

Essential Duties & Responsibilities

- Pack and move 60,000 books/files during the initial phase of the campus renovation project
- Maintenance of library space and collections, including shifting and weeding as necessary, assessing physical housing of collections, some binding and mending, ordering supplies
- Supervise circulation of all library and archival materials, including administration of Interlibrary Loan
- Catalog and process incoming acquisitions, including archival collections
- Support the research efforts of Curators
- Work closely with Curatorial and Education Departments to develop and refine collections and manage new acquisitions (process gifts, administer museum exchange program, review publishers' catalogs, place orders, manage vendor relationships, process new materials)
- Manage subscription services (physical and digital)
- Maintain and provide access to the Museum's archival holdings (Access to the collections will be limited during construction.)
- Maintain publications information in the Museum object database (MimsyXG)
- Assess and prioritize potential digitization projects related to the Museum's archives
- Support existing audiovisual collections activities and prioritize media migration and digitization, as necessary
- Assist with project-based grant-writing as required
- Participate in team meetings and planning for strategic Museum initiatives, including digital engagement and public outreach

Secondary or Additional Responsibilities

- Organize and display exhibitions drawn from library and archives holdings that complement current Museum programming
- Actively engage staff and the public with library initiatives and programs
- Provide reference services for users of library and archival collections and maintain usage statistics

- Performs other related duties as assigned

Supervisory Responsibilities

- This role does not have direct staff, goal would be to recruit, train and supervise interns, fellows, and/or work study students from local colleges and universities
- Manages annual budget and purchasing
- Manages 60,000 volume library and archive
- Oversees long term planning for Library & Archive initiatives

Institutional Responsibilities

- Support the Museum's mission, vision and core values of creativity, connection, equity, learning, accessibility and accountability
- Contribute to and support the PAM strategic plan, annual priorities, and institutional initiatives such as diversity, equity, inclusion and access
- Contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives
- Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement
- Promote equity and inclusion goals and have a "people first" mindset

Required Knowledge & Skills

If you have any questions along the way including wanting to talk about a non traditional career background, please reach out to HR.

- Experience working with paper-based archival collections
- Knowledge of current resources and practices related to archives and records management
- Strong verbal and written communication skills
- Demonstrated experience in designing and executing new projects, especially as related to digital collections and audience engagement
- Involvement in related professional organizations, including ARLIS/NA, MCN, SAA, etc
- Experience working independently and collaboratively to execute discrete projects and further long-term strategic initiatives

Education, Formal & Informal Experience, Training Required, Certification, Etc.

- Master's Degree (MLS, MSI, MLIS) from an ALA-accredited program with an Undergraduate Degree in Art History preferred; or equivalent combination of education and experience
- Minimum of 2 years' experience in an academic/research/visual resources setting strongly preferred
- Previous cataloging experience and understanding of metadata creation, including MARC, Dublin Core, DACS, EAD
- Proficiency in Microsoft Office suite, including working knowledge of Microsoft Access, HTML, CSS, XML
- Experience using OCLC, collections and digital asset management systems, and open source software. Previous experience with LibraryWorld, mitinet, MimsyXG, Artstor, Archivists' Toolkit a plus
- Reading knowledge of French, German, Japanese, or Chinese is a plus

Job Conditions

- Exempt/Full-time status
- Schedule/Hours: Monday - Friday, 9:00am - 5:00pm (35 hours per week)
- Onsite with Occasional Work From Home Flexibility
- On-call as part of Emergency Preparedness Plan
- Extensive computer work

Physical Activities

- Frequently moving around the Museum
- Frequent communication with teams members or clients
- Frequently sitting in an office environment
- Continuous repetitive motions of hands/wrist/fingers; high computer and phone use
- Occasionally lift/push/pull up to 20lbs
- This is not a complete representation of all physical requirements

Compensation, Benefits & Perks

- This role is exempt/salaried and full-time
- Budgeted compensation is within pay grade I (\$51,324 min - \$60,296 mid - \$69,296 max), depending on experience
- \$50 per month phone reimbursement
- Healthcare package: medical, dental, vision, disability, life insurance, 401K match, and flexible spending accounts
- Paid time off: 6 paid holidays, 2 floating holidays, vacation, sick, and bereavement leave
- Transportation benefits: TriMet / C-Tran / parking pass discount or bike to work enrollment
- Museum admission & lectures, programs, and gift shop discounts
- R.E.A.P (Reciprocal Employee Attraction Pass), providing free general admission to local destinations

Application Process for Librarian/Archivist

Apply online at: www.portlandartmuseum.org/careers, to create a profile.

In order to be considered eligible, submissions require a resume, cover letter, four references, and all application questions answered. Incomplete applications will not be considered.

Closing date: Friday, 1/20/23, 5:00PM PST.