

**Lancaster Mennonite Historical Society
JOB DESCRIPTION**

Title: **Archivist & Librarian**

Full Time Equivalent: **1.0**

Reports To: **Executive Director**

SUMMARY: Within the overall mission of the organization, strengthen the development, care, management, research, and interpretation of our archival and library collections, and ensure accessibility and meaningful public engagement.

ORGANIZATIONAL EXPECTATIONS:	
1.	Supports the mission, vision, and core values of Lancaster Mennonite Historical Society
2.	Respects the dignity and diversity of all persons
3.	Values being part of a team and collaborating
4.	Value understanding the past while being open to change
5.	Thinks strategically and attends to details
6.	Enjoys interacting with people as a major aspect of work
7.	Communicates proactively and in a manner that fosters respect for oneself and others
REQUIRED QUALIFICATIONS:	
1.	Master's degree in Library Science or Archival Studies
2.	Minimum 3 years' experience in library/archives work
3.	Experience with original library cataloging in a variety of formats
4.	Experience with MARC, RDA, LCSH, and LCC
5.	Training in standard archival practices, including DACS
6.	Ability to recognize and follow systems in place regarding assigning call numbers, processing accessions, organizing collections, etc.
7.	Excellent written and verbal communication skills
8.	Effective project management and organization skills
9.	Familiarity with congregations and agencies of both <i>LMC: A Fellowship of Anabaptist Churches</i> (LMC) and <i>Atlantic Coast Conference of Mennonite Church USA</i> (ACC)
10.	Familiarity with Anabaptist history and Lancaster area Mennonite history, or a specific plan and timeline for gaining this knowledge

11.	Strong computer and other digital technology skills
12.	Ability to read German
13.	Successfully pass all required child abuse clearances and background checks
14.	Physical requirements: capable of seeing, walking, standing, and moderate lifting (40 lbs)
PREFERRED QUALIFICATIONS:	
1.	Experience with Past Perfect and Follett's Destiny software
2.	Experience doing genealogical research
3.	Ability to read German script
4.	Experience with digitization projects
5.	Experience supervising staff and volunteers
6.	Active member of an Anabaptist congregation (Mennonite, Brethren in Christ, Church of the Brethren, etc.)
ESSENTIAL DUTIES/RESPONSIBILITIES:	
	Archives
1.	Oversee the collection, preservation, accessibility, and use of archival materials pertaining to ACC and LMC including official church records, historical manuscripts, genealogical records, and audio and visual materials
2.	Collection responsibilities include educating church leaders and agencies on what records to keep and what to discard, and soliciting material to fill gaps in the collection.
3.	Preservation responsibilities include evaluating offered donations against our archival collections policy priorities, and receipt and accession of material by maintaining provenance and donor records. Oversee processing of material by standard archival arrangement and description, using archivally approved standards for conservation and repair of material.
4.	Administer policies and regulations regarding confidentiality, use, reproduction, translation, and publication of archival collections.
	Library
1.	Stay informed about developing needs for materials by LMC, ACC, and related church and secular interests and select materials that fit within our library collections policy.
2.	Receive and process incoming books and periodicals. Check materials for relevance and duplication. Send acknowledgement letters to donors.
3.	Oversee binding of books and periodicals, as needed.
4.	Catalog books, <i>Pennsylvania Mennonite Heritage</i> articles, vertical file, audiovisual, and other library materials.
5.	Oversee the library's integrated system for cataloging and circulation.
	Interpretation

1.	Answer general reference questions, direct researchers to potential sources of information, assist researchers in the library, via phone, and through email.
2.	Maintain familiarity with local, statewide, nationwide, and European resources in pertinent subject fields for reference and use.
3.	Oversee research request form fulfillment and conduct billing for research services.
4.	Be available to speak to groups about library and archives resources and give tours as requested.
5.	Work with researchers to produce quality articles and other publications for the educational benefit of the church and the public.
	General
1.	Supervise the Library Assistant and volunteers
2.	Oversee volunteer projects that benefit library/archives and resource availability, including library reference desk staffing
3.	Ensure timely ordering of archival and library supplies
4.	Represent Lancaster Mennonite Historical Society at professional meetings of relevance
5.	Oversee technology related aspects of library and archives program
6.	Participate on staff committees that advance the mission, vision, and direction of the overall organization
7.	Other duties as assigned

Salary range: \$50,000 - \$55,000

Full-time benefits

May 2021