

MFA *The Museum of Fine Arts, Houston*

Position Available

Title: Library Assistant, Stack Management and Administration
Reports To: Chief Librarian and Archivist, Hirsch Library
Pay Type: Full-Time, Regular, Non-Exempt, 35 hrs/week
Salary: Commensurate with Experience and Education
Benefits: Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Retirement Plan, Flexible Compensation Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule: Monday – Friday, 9am – 5pm
Work Location: Hirsch Library, a non-smoking facility

Responsibilities:

- Administrative Support
 - Provide arrangements for Library Committee meetings and special events
 - Draft minutes for select meetings
 - Prepare letters and maintain correspondence files
 - Maintain, inventory and order office supplies
 - Assist catalogers in managing circulation policies and procedures
- Library Volunteers
 - Coordinate with librarians to recruit, train and supervise volunteers
 - Serve as primary liaison to Volunteer Services and contact with Guild
 - Oversee volunteers who shelf books and file ephemera
 - Keep rosters, schedules, timesheets and files for volunteers
 - Prepare and maintain procedures manual for volunteers
- Stacks and Files
 - Shelf books and file ephemera
 - Assist readers in operating stacks, artist file units, circulation module, and the on-line catalog
 - Assist readers in finding materials
- Technical Processing
 - Catalog and maintain artist file collection
 - Conduct initial processing of incoming commercial gallery publications
 - Organize, search, and process incoming gifts
- Long-Term Projects
 - Expand upon artist files for significant Houston donors, artists, and patrons of the arts
 - Participate in library-wide projects, and other duties as assigned

Skills, Knowledge and Abilities:

- Strong computer skills (Microsoft Office)
- Extremely accurate and attentive to detail

The Museum is an equal opportunity employer dedicated to a policy of nondiscrimination in employment without regard to race, creed, color, age, gender, gender identity, sexual orientation, religion, national origin, genetic information, disability, or protected veteran status. For more information, visit our website at <http://mfah.org/about/careers/>.

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- Strong organizational skills
- Familiarity with the use of a library catalog
- Strong interest in art
- Good communication skills
- Able to work well in a team environment
- Self-motivated
- Able to lift heavy boxes and climb ladders

Education and Experience:

- B.A. degree preferred
- Two-three years administrative experience desired
- Background in Art History desired
- Art museum experience preferred
- Prior experience working with the public preferred

How to Apply:

Send resume to Human Resources, Job 18-010LIB, P.O. Box 6826, Houston TX 77265-6826;
Fax 713-639-7508 or email: jobs@mfah.org.