

MFA *The Museum of Fine Arts, Houston*

Position Available

Title:	Library Assistant
Reports To:	Reference Librarian
Pay Type:	Full-Time, Regular, Non-Exempt, 30 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Credit Union, Flexible Compensation Plan, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	Monday – Friday, 9am – 5pm
Work Location:	Law Building, a non-smoking facility

Responsibilities:

- Serves at the library's reference desk welcoming and orienting visitors to the library
- Directs patrons to appropriate materials for research
- Teaches library users how to access information in the library catalog and subscription databases
- Answers reference queries by phone, in person, and via e-mail
- Retrieves books from the stacks, shelves returned books, and shelf-reads
- Records and reports statistics
- Provides circulation assistance
- Assists with interlibrary loans
- Helps select materials suitable for display
- Updates reference materials and handouts in print and on SharePoint
- Maintains reading room supplies
- Sorts and distributes mail
- Assists with electronic communication, including social media
- Maintains contact database
- Provides weekend and evening coverage
- Assists with other projects as necessary

Skills, Knowledge, and Abilities:

- Good interpersonal skills for contact with staff and patrons
- Strong computer skills (spreadsheets, database management, word processing) and strong knowledge of Microsoft Office
- Self-motivated
- Knowledge of art and art history
- Familiarity with the use of library catalogs and online databases

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- Ability to organize and juggle multiple tasks paying close attention to detail
- Must be able to lift heavy books, climb ladders, and work at a computer terminal for extended periods

Education and Experience:

- B.A. degree required, art history studies preferred
- Work experience dealing with the public required
- Library experience required
- Art museum experience preferred

How to Apply:

Send resume to Human Resources, Job 18-008LIB, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: jobs@mfah.org.