

Trentoniana Department Local History Library Associate Job Description

The Trenton Free Public Library is seeking a part-time Library Associate to work with the Archivist in the Trentoniana Local History Department. Responsibilities may include, but are not limited to, organizing, rehusing, and describing small manuscript collections, photographs, or ephemera; scanning and cataloging collections; and assisting the public with research inquiries.

A Library Associate employed under the guidance of a Certified Archivist will work both on special projects as well as mundane tasks, while at the same time helping patrons with their research requests. They must also have the ability to analyze, organize, and prepare reference aids, such as guides, indexes, bibliographies and abstracts, and be comfortable working within a diverse community.

Under direction of the Archivist, the Library Associate will

- Assist with the organizing of documents and artifacts of historical significance
- Assist patrons with research inquiries, both in-person in the Trentoniana Room and via email
- Digitize photographs and create metadata
- Photograph and catalog artifacts and documents into software programs
- Participate in community outreach activities
- Plan and prepare material for displays, programs, and events
- Monitor social media accounts and create regular posts
- Participate in workshops, seminars, and meetings concerning Trenton and New Jersey history
- Attend on-site and off-site events that promote the library and the collection

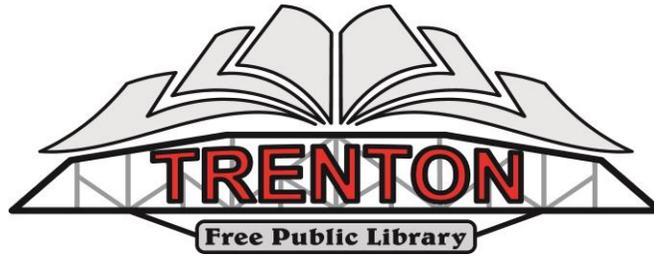
Qualifications:

Experience in a research or history environment is preferred. Strong organizational skills, neatness, attention to detail, reliability, and high level of self-motivation are required. Applicants must have the ability to communicate effectively with the public, both verbally and in writing, and have proficiency in MS Office Suite. Knowledge of PastPerfect and Omeka are a plus.

This position is 19 hours per week, requiring day, evening, and Saturday hours. Salary is \$22.13 per hour, is unbenefited, and with a 90-day working test period.

Bachelor's Degree required.

Interested candidates should email their cover letter and resume to director@tfplibrary.org, attention Rebecca FrancoMartin.



Local History Library Associate

The Trentoniana Department of the Trenton Free Public Library holds the earliest and largest collection of material available to the public anywhere that relates to the history of the City of Trenton and its inhabitants. It is a premier library-based special collection of historic items with material dating from the 17th century to the present. The Library is one of the oldest in the United States and the first in New Jersey, founded in 1750, with its current building being dedicated in 1902.

The Department houses an estimated 50,000 documents, artifacts, maps, and ephemera and more than 250,000 photographs. Unique source material has been provided for collegiate dissertations, professional and educational publications, historic preservation projects, and general research projects.

Rev. 16 November 2021