



**Trentoniana Department
Local History Library Assistant – Special Project
Job Description**

The Trenton Free Public Library is seeking a temporary part-time Library Assistant to work on completion of a Special Project in the Trentoniana Local History Department to organize the records of and documents relating to the City of Trenton’s mayors and governmental function. This material may include manuscripts, photographs, ephemera, and artifacts.

A Library Assistant employed under the guidance of a Certified Archivist must have the ability to analyze, organize, and prepare reference aids, such as guides, indexes, and bibliographies and abstracts, based on the material found in the material about the City of Trenton, which is about 150 linear feet.

Under direction of the Archivist, the Library Assistant will

- Create a basic inventory of the City collection
- Group and organize the material in a logical manner
- Rehouse material into acid-free folders and archival boxes
- Describe material and create finding aids
- Digitize photographs and create metadata, if applicable

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, both verbally and in writing, and have proficiency in MS Office Suite.

This position is up to 19 hours per week, for the period of January 1 through December 31, 2023 at a salary of \$21.54 per hour. The position is unbenefited, with a 90-day working test period. Bachelor’s Degree preferred.

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

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.

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