

MIKE KELLEY FOUNDATION FOR THE ARTS



**POSITION DESCRIPTION**

**JOB TITLE:** Library Assistant

**DEPARTMENT:** Archives

**EMPLOYMENT STATUS:** Temporary (part-time) - Nonexempt

**REPORTS TO:** Mary Haberle, Director of Archives

**DIRECT REPORT(S):** none

**PROJECTED HIRE DATE:** September 2021

**OVERVIEW**

The Mike Kelley Foundation for the Arts advances the artist's spirit of critical thinking, risk taking, and provocation in the arts. Established by Mike Kelley in 2007, the Foundation seeks to further Kelley's philanthropic work through grants to arts organizations and artists for innovative projects that reflect his multifaceted artistic practice. The Foundation also preserves the artist's legacy more broadly and advances the understanding of his life and creative achievements through educational initiatives including exhibitions, educational events, publications and the preservation and care of the Foundation's art collections and archives.

**POSITION SUMMARY**

The Mike Kelley Foundation Archives department is seeking two temporary, part-time, Library Assistants to catalogue and prepare bibliographic records for monographs, journals, and other library material. The Library Assistants will be responsible for enhancing access and discovery for the Foundation's reference library and artist Mike Kelley's personal research library. This is an excellent opportunity for those who wish to gain hands-on cataloguing experience in a specialized arts library.

**RESPONSIBILITIES**

- Perform copy cataloging using the LibraryThing platform.
- Modify records according to local guidelines; some original cataloging may be necessary.
- Use barcode scanner to scan ISBNs and select catalog records from preferred sources.
- Implement quality control for all metadata to ensure accuracy and consistency.
- Conduct data cleanup and implement controlled vocabularies and local procedures as appropriate.
- Perform other related duties as assigned.

### **QUALIFICATIONS, KNOWLEDGE & SKILLS**

- Experience with prior cataloguing in a library environment or, enrollment in or recent graduation from an information studies program required
- Detail-oriented and focused with high standards of quality assurance
- Self-motivated and able to work independently
- Highly organized and progress oriented; comfortability tracking questions for consolidated review while moving forward with other priorities
- Excellent written and interpersonal communication skills, including the ability to accurately record information according to instructions
- Experience using spreadsheets (e.g., Google Sheets, MS Excel)
- Capable of careful handling of library materials
- Knowledge of information management systems; familiarity with LibraryThing or other library cataloging software is a plus
- Familiarity with LCNAF and LCSH preferred
- Interest in contemporary art preferred

### **ADA SPECIFICATIONS**

- While largely sedentary, this position requires the ability to sit, stand, lift up to 20 lbs., as well as speak, and hear, sometimes for extended periods of time
- Requires the ability to use a computer and office equipment traditionally found in office settings
- Requires the ability to travel regionally on occasion, on behalf of the Foundation
- Must be able to inspect and recognize small print text and numbers in book front matter, end matter, and pagination

### **COMPENSATION & SCHEDULE**

The rate of pay will be \$20.00 per hour per each temporary and part-time position. The work schedule will be 9:30 am to 4:30 pm, four days per week for a minimum of 12-weeks beginning in September 2021.

### **APPLICATION PROCESS**

Please send a brief cover letter, resume, and contact information for two relevant references to [jobs@mikekelleyfoundation.org](mailto:jobs@mikekelleyfoundation.org) No calls, please.

MKFA is committed to attracting and retaining a diverse staff; the foundation honors your experiences, perspectives, and unique identity. Together, our team strives to maintain working and learning environments that are inclusive, equitable and welcoming.

It is the policy of Mike Kelley Foundation for the Arts to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.

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The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.