

**Position:** Special Collections Project Coordinator (Library Technician I or II)

**Pay Rate:** \$17.50 - \$23.25 hourly DOQ

**Terms of Employment:** Full time (40 hours/week)

**Date Available:** After April 20, 2022

The Rosenberg Library in Galveston, Texas seeks a Special Collections Project Coordinator to join the Rosenberg Library's Special Collections Department. The Project Coordinator works alongside archivists and curators on high-priority, deadline-driven projects, such as exhibition installation, public programs, class visits and tours, and preparing collections for transportation and digitization. In addition, the Project Coordinator will perform daily operations of the Special Collections Department, including providing reference services, handling reproduction orders, photographing items, collections care, and outreach engagement.

## The Rosenberg Library

The historic Rosenberg Library is the oldest public library in Texas in continuous operation. Governed by a board of trustees, the Rosenberg Library is a 501(c)(3) non-profit organization which provides free public library service to all Galvestonians. The Special Collections Department consists of the Rosenberg Library Museum and the Galveston and Texas History Center. The Project Coordinator will be an integral part of the Special Collections team, working closely with the curator, archivists, and researchers, and reporting to the Special Collections Manager.

The Galveston and Texas History Center collects, preserves and organizes archival materials that document the history of Galveston and Texas, focusing on Galveston from the city's incorporation in 1839 through the present. The collection also includes Texas from the Spanish period to the end of the Civil War and consists of manuscripts, photographs, maps, architectural drawings, oral histories, vertical files, rare books, and ephemera. The collections are heavily utilized by scholars, authors, genealogists, students, property researchers, tourists, and the general public.

The Rosenberg Library Museum maintains and exhibits artifacts that document the history of Galveston and the Republic of Texas, as well as the Library's fine art collection. The Museum collections include approximately 6,000 artifacts and 1,500 artworks. Currently, the main Museum gallery space is closed following renovations of the 1904 Rosenberg Wing, which included restoration of the beautiful, historic ceilings, skylight, and arched windows. Plans to reopen the flexible, open-concept exhibition area in development, and the successful candidate for this position will help with this effort.

The Rosenberg Library and the Special Collections have always been free and open to the public so there are no barriers to access. The Special Collections Department serves the culturally diverse residents and visitors of the Galveston Island community and strives to be an open, inclusive, and equitable place where all feel welcome.

More information about the Museum is available at <http://rosenberg-library-museum.org/>.  
More information about the Galveston and Texas History Center is at <https://www.galvestonhistorycenter.org/>.

## Essential Functions

- Responds to reference inquiries from the public and staff by email, phone, and in person. Promptly and courteously handles image reproduction orders.
- Provides customer service and research assistance at the archives reference desk.
- Carefully photographs objects, art, and oversized archival items.
- Coordinates conservation and digitization projects as needed. This includes preparing, inventorying, and packing items for conservation or digitization by vendors.
- Under the direction of the Museum Curator, assists with basic collections care of the permanent collection. This includes inventory, working in the collections management system Past Perfect, re-housing, object handling, and aid in deaccessioning.
- Under the direction of the Museum Curator, assists with preparing and installing exhibits.
- Under the direction of the Archivist, assists with rehousing manuscript and photographic collections to include reboxing, labeling, and updating inventories in the ArchivEra archives management system.
- Files and shelves books, files, and other materials.
- Conducts occasional research and writing projects or creation of blog articles. Contributes written publicity and social media content.
- Conducts tours and class visits; gives polished presentations to community groups. Provides outreach to underrepresented communities.
- Performs routine office and administrative tasks, such as maintaining adequate inventories of supplies including toner, paper, and cleaning products. Promptly submits supply requests to the supervisor. Ensures that printers have adequate levels of paper and toner.
- Performs other duties as requested by management.

The Special Collections Projects Coordinator is a full-time (40/hours per week) position requiring weekend hours and occasional evenings. The hiring salary range is \$17.50 - \$23.25 per hour, commensurate with experience, with a comprehensive benefits package including health, dental, and life insurance, an employer-sponsored 401K, 15 vacation days (increases to 20 days after three years), 10 paid holidays, and 12 sick days per year.

## Minimum Qualifications

- For Library Technician I:
  - Graduation with an Associate degree from an accredited college or university, plus two (2) years of related work experience.
  - Education and/or experience may substitute for the minimum qualification
- For Library Technician II:

- Graduation with a Bachelor's degree from an accredited college or university, plus two (2) years experience in library services.
- Experience may substitute for education up to a maximum of four (4) years
- Effective oral and written communication skills are essential.

## Preferred Qualifications

- Exceptional research and writing skills.
- Background in photography and knowledge of digital photo editing software.
- Excellent organizational and project management skills, including ability to work independently and prioritize multiple projects with competing deadlines.
- Working knowledge of Google Workspace and Microsoft Office.
- Bilingual skills are a plus.
- Working knowledge of Internet search skills.
- Other combinations of education and experience may be considered.

## How to Apply

Please submit the following application materials to Lisa Jamail by email at [admin@rosenberg-library.org](mailto:admin@rosenberg-library.org) with "Special Collections Project Coordinator" in the subject line. Applications received by April 18, 2022 will be considered first.

- Rosenberg Library Employment Application (required). Available at: <https://rosenberg-library.org/about/about-the-library/employment-opportunities/> See "Fillable Application" tab at the bottom of the page.
- Resume
- Cover letter
- Optional: Recent writing sample (i.e. blog post, web content, academic paper, etc.)

The Rosenberg Library is an equal opportunity employer and encourages applications from people of color, women, people with disabilities, and LGBTQ+ applicants.