Librarian/Archivist, Historical Society of Frederick County, MD

The Historical Society of Frederick County seeks a part-time Librarian/Archivist to provide on-site and remote services for the Historical Society’s Frederick County Archives and Research Center. The Librarian/Archivist will work primarily Thursday through Saturday, 24 hours per week. The Librarian/Archivist works closely with the public and the Historical Society’s paid staff and volunteers.

Established in 1892, the Historical Society of Frederick County operates the American Alliance of Museums (AAM) accredited Museum of Frederick County History, Roger Brooke Taney House, and Frederick County Archives and Research Center, and offers educational public programs throughout the year. The Research Center holds the largest archival collection relating directly to Frederick County, Maryland history. Library materials include secondary sources and periodicals. The archival collection includes 9,000 letters, diaries, Civil War records, maps, family histories, and books. Special collections include the William O. Lee Collection, documenting the county’s African American history, and the Margaret Myers Collection, the largest single private collection of Frederick County related genealogical records. The archive also includes approximately 50,000 historical images from the advent of photograph to the present day.

Key responsibilities include overseeing the operation of the Frederick County Archives and Research Center: providing reference and research services to patrons, whether in-person, written, or telephone; managing the Historical Society’s library and archival collections; and supervising volunteers and interns. As time permits, the Research Development Coordinator will be responsible for creating, editing, and maintaining digital catalog records and finding aids for the library and archival collections, following best practices for metadata standards; and processing items and specific collections within the Historical Society’s manuscript, photograph, map, postcard, ephemera, and rare book collections.

Other duties include: soliciting and encouraging the donation of items appropriate to the Historical Society’s collection; representing the Historical Society at relevant seminars, workshops, conferences, and gatherings; encouraging positive public relations; attending staff meetings and other meetings as required; attending organization-wide programs and events as appropriate or requested; and opening and closing the museum and research center as needed.

Required qualifications include a MLS or MLIS from an ALA-accredited program or advanced degree in a relevant subject area or an equivalent combination of education and experience; excellent organizational, research, writing, and oral communication skills; experience providing reference and research services to a diverse audience; broad understanding of library and archival collections.
management principles; proficiency with Microsoft Office suite; and ability to work both independently and collaboratively. Required skills also include the ability to work as a team member, to manage and inspire volunteers, and enhance relationships with members and visitors.

Preferred qualifications include knowledge of best practices and standards for digital collections creation and preservation; experience creating original catalog records using professional metadata standards; and experience supervising staff or volunteers.

To apply, please send a cover letter with salary expectations and resume in PDF file to Duane Doxzen, HSFC deputy director, at hsfapplications@gmail.com. Subject line of the email should read: “Librarian/Archivist Position.” Please indicate where you heard of the job posting in your email.