



Position Description for Library and Archives Coordinator

The Historical Society of Michigan seeks a qualified individual to serve as a part-time Library and Archives Coordinator.

The Library and Archives Coordinator will assist in managing the Historical Society of Michigan's library collection focused on Michigan history and its archives consisting of its own historical records.

About the Historical Society of Michigan: The Historical Society of Michigan (HSM), the state's oldest cultural organization, helps connect Michigan's past to students, educators, historical organizations, and the public through educational programs, conferences, publications, awards, workshops, referral services, networking opportunities, and support for local history organizations. HSM is the publisher of *Michigan History* magazine, the *Historic Michigan Travel Guide*, and other publications.

Established in 1828, the Historical Society of Michigan is a member-supported educational 501(c)(3) nonprofit organization.

HSM is not collection-based and does not operate the state museum or archives housed at the Michigan History Center in downtown Lansing. The Center is a part of the Michigan Department of Natural Resources.

Job Description: Under the supervision of the Director of Historic Programming, the Library and Archives Coordinator has primary responsibility for original and copy cataloging in accordance with professional standards. The Library and Archives Coordinator will also manage the existing collection, aid HSM staff and members who want to find and access materials, assist in processing HSM records and other archival materials into its archival collection, and other duties as assigned.

The successful candidate will be a dynamic, detail-oriented self-starter with communication, writing, time-management, and library cataloging skills.

This is a part-time hourly position (20 hours per week).

Duties and Responsibilities

- **Catalog materials and indexing – 75%**
 - Original and copy cataloging and upgrading copy catalog records
 - Evaluate the operation of the library's current cataloging system and software, including creation and editing of bibliographic records.
 - Maintain professional cataloging standards.

- Recommend the adoption of bibliographic maintenance standards
- Physically process the materials by adding book tags, shelving, etc.
- Assist with indexing HSM publications *Michigan History* and *Chronicle* magazines.
- **Facilitate Access to HSM Library – 10%**
 - Assist HSM staff and members in locating books, articles, and archival materials in our collections when needed.
 - Scan articles and other materials and transmit to staff and members and others who request or order them online.
- **Process HSM Archival Materials – 10%**
 - Review and process new materials being added to the HSM archives.
 - Advocate for preservation of HSM materials generated by staff and others to document our institutional history
 - Collect new materials from outside sources that relate to HSM history.
- **Other work duties as assigned 5%**

Reports to: Director of Historic Programming of the Historical Society of Michigan

Salary: \$15 per hour. This position works in our Lansing office. Remote work is not available for this position.

Minimum Qualifications

- Professional library experience
- Previous original and copy cataloging experience, or course work.
- Familiarity with library systems and processes.
- MILS or equivalent library experience.
- Experience working with archival materials.
- Experience with office operations, equipment, and procedures
- Excellent written and verbal communication skills
- Competency using all Microsoft Office products
- Detail-oriented, and a high level of problem-solving and organizational skills
- Demonstrated ability to work independently and as a team member
- Interest in or experience working with nonprofit organizations
- Interest in Michigan history is a plus

Review of applications will begin immediately and continue until the position is filled. We encourage applications from underrepresented groups, including minorities, women, and people with disabilities.

To apply, please e-mail a cover letter and resume to resume@hsmichigan.org with subject line **“Library and Archives Coordinator.”**