

# CENTER FOR JEWISH HISTORY

## Reference Services Librarian

The Center for Jewish History seeks a Reference Services Librarian to assist researchers in the Lillian Goldman Reading Room.

The Center for Jewish History welcomes researchers, scholars, and visitors of all backgrounds. The Lillian Goldman Reading Room, often described as the heart of the Center, is the gateway for exploring the diverse history of the Jewish people through the collections of our five onsite partner organizations—American Jewish Historical Society, American Sephardi Federation, Leo Baeck Institute, Yeshiva University Museum, and YIVO Institute for Jewish Research. The successful applicant will join a dynamic team of forward-thinking and professionally engaged Public Services librarians in the Lillian Goldman Reading Room and Ackman & Ziff Family Genealogy Institute.

The Reference Services Librarian, under the supervision of the Director of Public Services, will work closely with other members of the CJH Public Services staff and partner organizations to coordinate the use of Center resources and collections. This individual is part of the team overseeing the day-to-day operation of the Reading Room and assisting researchers both on-site and remotely. The Reference Services Librarian provides bibliographic instruction to patrons and staff, demonstrates proper handling of rare books and documents, explains Reading Room policies and procedures, and collaborates with other CJH departments and partner organizations on special projects to advance institutional and departmental goals.

This is a full-time position requiring at least 4 days per week onsite.

Responsibilities include, but are not limited to:

- Acting as an exemplary emissary for the Center for Jewish History in interactions with researchers of all levels of expertise.
- Learning all aspects of reference services at CJH, including the shared online catalog, ArchivesSpace, and Aeon, a special collections workflow software.
- Managing the requests in the Aeon system to ensure that patrons receive their material in a timely fashion.
- Responding to user inquiries via in-person and remote reference interviews, phone, and email.
- Greeting and supervising researchers in the Reading Room.
- Disseminating and enforcing Reading Room and CJH partner policies and procedures.

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- Assisting patrons with research.
- Providing instruction in the handling of archival, manuscript, and rare materials.
- Paging material from the stacks.
- Assisting patrons/staff and troubleshooting usage of Reading Room technologies, including digital microfilm readers and public computers.
- Coordinating reproduction requests from researchers.
- Developing and updating online research guides.
- As needed, assisting researchers in the Ackman & Ziff Family Genealogy Institute, adjacent to the Reading Room.
- Curating small Reading Room exhibitions and writing blog posts to promote partner collections.
- Continually expanding knowledge of collections and relevant history to better assist researchers, staff, and the broader Center community.
- Assisting with departmental outreach as needed, including in-person and online tutorials and workshops for visiting students, and promoting primary source literacy.

## Required Qualifications:

- MLIS/MA degree from an ALA-accredited program with a specialization in archives or rare books OR equivalent combination of education and work in archives or manuscripts environment.
- Strong interpersonal skills and ability to work in a collaborative setting.
- Strong organizational skills and attention to detail.
- Experience implementing standards and procedures for stewardship of materials in an archives or special collections setting.
- Ability to lift/move 40-pound boxes.

## Preferred Qualifications:

- Knowledge of Yiddish and/or Hebrew.
- Knowledge of Jewish history.

**Salary: \$55,000**

## Company Benefits:

- 15-21 federal and religious holidays off each year in addition to generous vacation, sick and personal days.

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- Full health benefits (medical, dental and vision) with minimal employee contributions.
- Free life insurance and long-term disability coverage.
- Flexible spending account and commuter benefits.
- Generous 403b retirement benefits.

## Additional Information:

- Position Type: Full-time
- Position FLSA Status: Exempt
- Overtime: Not eligible
- Frequency: Generally 5 days/week, Monday-Friday
- Virtual/Remote or In-Office: In-office

The Center for Jewish History is committed to diversity and inclusion. Qualified individuals who bring diverse perspectives to the workplace are especially encouraged to apply.

Review of applications will begin immediately. To apply for the position, please submit cover letter, resume, and contact information for three references to Lauren Gilbert, Director of Public Services, at [lgilbert@cjh.org](mailto:lgilbert@cjh.org). Applications will be accepted until the position is filled. No phone calls please.