



WESTCHESTER PUBLIC LIBRARY

Archival Assistant Job Description

Responsible for assisting with general Museum operations such as digitization of collections, collections organization, research, writing, and visitor interactions.

Tasks and Responsibilities

- Organize, mark, scan, and enhance photographs and albums
- Collect and catalog metadata for each image and collection
- Maintain all metadata records
- Regularly check Museum photo collection website for errors
- Assist with Museum collections as needed
- Assist with public programs as needed; answer general questions about the area
- Assist visitors with Museum store purchases as needed
- Assist with research, planning, and curation of temporary exhibits as needed
- Act in accordance with all Westchester Public Library policies and procedures
- Participate in continuing education opportunities
- Perform other tasks as assigned by Management as needed

Qualifications

- Experience in local history research and/or museum work
- Excellent written and verbal communication and grammatical skills
- Proficient in Microsoft Office, Google Workspace, and internet research
- Detail-oriented and highly organized
- Prompt, honest, and dependable
- Ability and desire to work as a cooperative member of a team
- Initiative and ability to work without close supervision
- Ability and desire to provide friendly, courteous, and responsible service to patrons
- Ability to handle challenging situations and multiple priorities
- Demonstrate and promote professional and positive relationships among staff
- Ability to perform well under stress and adapt to change

Work Environment

- Extended periods of sitting and keyboarding; walking and climbing stairs
- Periodic bending, pushing, pulling, and carrying up to 30 lbs.