

Library and Archives Assistant

Department: Education
Reports To: Archivist/Special Collections
FLSA Status: Part Time, temporary Non-Exempt

Provides original cataloging and digitization services for Holocaust-related art, artifacts, and archival materials housed at the Dallas Holocaust Museum. After a period of thorough training, the Library and Archives Assistant will create or enhance catalog records and add digital surrogates to a searchable database, Past Perfect Online. The position will be asked to use critical thinking and research skills to apply accurate descriptions of objects and to apply authority control to each record (including Library of Congress FAST subject headings, Getty Thesaurus of Names, etc.)

In addition to daily progress on cataloging and digitization projects, the Assistant will be asked to provide support for important ongoing projects, including but not limited to:

- Maintaining the Museum's library.
- Maintaining the Museum's institutional archives.
- Assisting with the Museum's artifact-based programming.

Position Requirements and Qualifications

Education:

Bachelor's degree

Required:

- Ability to perform detailed work with close attention and accuracy
- Ability to balance quality and quantity
- Proficiency in basic computer skills

Preferred:

- Familiarity with library and archive descriptive techniques / cataloging
- Familiarity with digitization / object photography techniques
- Historical understanding of the Holocaust
- Foreign language ability

The Dallas Holocaust Museum/Center for Education and Tolerance is an equal opportunity employer.

Applicants, please send cover letter referencing the job title and resume to resume@dallasholocaustmuseum.org