

DEPARTMENT: Library

SUPERVISOR: -Curator Archaeology and Judaica, Chair Curatorial Affairs
-Curatorial Program Associate

SCHEDULE: preferably Tuesday and/or Wednesday

POSTING DATE: Nov 2009

START DATE: Nov 2009

The Jewish Museum's Volunteer Program, in conjunction with the Curatorial Affairs Department, is searching for a dedicated, experienced individual interested in becoming part of the team that maintains The Jewish Museum's private library. The volunteer will share responsibility of filing articles arranged according to artist, as well as handle and organize fragile pamphlets and books, and perform general library maintenance such as shelve books, maintain card files, and assist Museum staff. This librarian will stand in for the head librarian, when needed.

The Museum's library is currently transitioning from a card catalogue system to an automated system, which means the card catalogue will be phased out within the next year or so. Knowledge of digital records and computer skills are a plus. Professional library experience, as well as administrative experience is preferred. Some light to moderate lifting is required. The volunteer must be able to reach high and low shelves, as well as carry books. For information on how to apply, please contact Volunteer Coordinator, Pat Gurevich (212) 423-3208 or pgurevich@thejm.org.