Library Cataloguer

The Historic New Orleans Collection (THNOC) is a museum, research center, and publisher dedicated to the study and preservation of the history and culture of New Orleans and the Gulf South region. The Collection is currently accepting resumes for the position of Library Cataloguer.

The Library Cataloguer assists in the cataloguing of diverse library materials at The Historic New Orleans Collection. The Library Cataloguer handles accessioned bibliographic items and collections and creates appropriate descriptive records in THNOC’s MINT catalog. He or she also provides advice, offers demonstrations, and provides information on best practices and up-to-date polices in cataloging.

The ideal candidate must have one year of professional cataloging experience in a research library setting and significant experience in creating original MARC bibliographic catalog records, as well as experience handling rare books and other publications. This position also requires a demonstrated knowledge of current models, standards, and guidelines for efficient cataloging. The successful candidate must also have proven research and organization skills with an ability to be detail oriented and exceptional communication skills. Applicants must have an ALA-accredited MLS or MLIS degree. Prefer applicants with facility in French or Spanish.

This is a full-time position working Tuesdays–Saturdays. The Collection offers a competitive salary, exceptional benefits, and a dynamic, educational culture.

For consideration, please submit your resume and cover letter to jobs@hnoc.org by May 8, 2017.

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