

History Center Curator
Bossier Parish Libraries
40 hours/week

DESCRIPTION:

As part of the Bossier Parish Libraries team, the History Center Curator is directly responsible for the archives and exhibits at the History Center. Basic duties include but are not limited to processing the collections at the History Center, managing the design and implementation of exhibits, displays, and vignettes in the History Center and for branches and monitoring the collection's physical environment including such conditions as humidity, temperature, security, disaster planning, pest management.

LIVING IN BOSSIER

Bossier-Shreveport is uniquely situated as the hub – for culture and commerce – in the three-state region, known as the [Ark-La-Tex](#). Located in the northwest corner of Louisiana, Bossier-Shreveport is centrally located among major metropolitan areas such as Dallas/Fort Worth, Houston, Little Rock, Jackson, Baton Rouge and New Orleans. Bossier-Shreveport is located at the intersection of Interstate 20 and Interstate 49 with Interstate 220 providing a loop around the twin cities. Situated on the Red River, a navigable waterway with access to the Mississippi River, Bossier is a growing city in the heart of it all! In addition to that, the climate in [Bossier-Shreveport is humid subtropical where rainfall is abundant and boasts an average](#) of 211 sunny days per year. Life in Bossier is enjoyable for both the single person and the family. There is a little of everything here so no one will be wanting for entertainment. Our region boasts numerous gated communities, lavish estates, lakefront and golf course views, charming patio homes, and historic districts – offering residents diverse options and affordable living. Our myriad of fine neighborhoods to choose from will keep you within minutes of everything you could want or need.

BPL Description:

This is an exciting time to be a part of the Bossier Parish Library team! Made up of seven libraries and a History Center, the library system is growing to meet the demands of a fast-growing parish in Louisiana. Bossier Parish is investing in its libraries through a series of capital improvements and an increase in services. Over the next several years, the five-member Library Board of Control is planning to build a new Central Library, History Center and Haughton Branch to accommodate the growth and increase technology access, digital literacy and programming. We had 345,000 people visit our locations and 1,800 programs were offered in 2018. Come grow with us at Bossier Parish Libraries!

BPL's Mission Statement

The mission of Bossier Parish Library is to open doors to ideas and information by providing access to an array of materials, programs, and technologies that inform, educate, and entertain.

Our Vision

Our vision is to be Bossier Parish's leading source of information and learning to enable the community to imagine, explore, and discover the world.

WORK SCHEDULE: Monday through Friday 9:00am – 6:00pm

PAY RANGE: \$20.00 – 22.00 hourly, depending on experience

For complete job description, please visit <http://www.bossierlibrary.org/job-opportunities> .

QUALIFICATIONS:

1. Master of Library Science from an ALA-accredited institution **OR** Master's in History-related field **OR** the ability to obtain required degree within the first year of hire
2. Must have at least one year of experience in a library or history center-type setting
3. Must have strong computer and research skills

4. Ability to plan, organize, and prioritize work, based on patron demand, in order to accomplish quality work in an effective and efficient manner
5. Good problem-solving skills; ability to think around problems and come up with creative solutions
6. Ability to handle a constantly changing flow of traffic; remain productive during slow times, be able to multitask effectively during busy times, exercise patience and professionalism during stressful situations

TO APPLY:

- Please read the detailed information on completing the application and pre-employment testing on our website at: <http://www.bossierlibrary.org/job-opportunities>.
- Complete Employment Application and Pre-Employment Testing at this link: <http://bit.ly/2JrfOez>. Incomplete applications and testing will not be accepted.

DEADLINE TO APPLY: This posting will remain open until position is filled.

THE BOSSIER PARISH LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

HISTORY CENTER CURATOR

JOB SUMMARY

As part of the Bossier Parish Libraries team, the History Center Curator is directly responsible for the archives and exhibits at the History Center. Basic duties include but are not limited to processing the collections at the History Center, managing the design and implementation of exhibits, displays, and vignettes in the History Center and for branches and monitoring the collection's physical environment including such conditions as humidity, temperature, security, disaster planning, pest management.

ESSENTIAL JOB FUNCTIONS

1. PUBLIC SERVICES

- a. Establishes and implements appropriate techniques for the preservation and conservation of library materials and archival materials
- b. Identifies, selects and maintains special collections
- c. Establishes and implements policies and procedures that relate to archives and special collections
- d. Assists in designing and implementing History Center programs that offer information, special skills or entertainment for all age groups
- e. Assists in promoting the History Center in the community through outreach events
- f. Facilitates library users' requests for information and provides search and retrieval of requested information and presents results that are clear and of appropriate scope
- g. Provides courteous and professional user support and customer service to users of the History Center's collection, archives, public access computers, and scanners, including, but not limited to:
 - Assistance with research sites, Library's online databases, and microfilm
 - Assistance with printing
- h. Assists in building and maintaining a collection of resources in many formats based on a determination of community needs

2. COMMUNICATION AND INTERPERSONAL

- a. Communicates competently with the public from diverse backgrounds
- b. Communicates effectively using both oral and written methods
- c. Develops and maintains positive and respectful relationships with staff and public
- d. Works effectively in teams with strong team building skills

3. OTHER RESPONSIBILITIES

- a. Understands and acts in accordance with the basic values, ethics, policies, and procedures of the library
- b. Pursues professional development and continuing education opportunities
- c. Keeps informed about issues, services, emerging technologies, research and innovations related to libraries and the History Center and relate these ideas, procedures, or projects to the library's mission
- d. Assists with departmental statistic tracking
- e. Answers the telephone and appropriately relays messages as needed
- f. Tactfully handles issues with disruptive patrons and responds appropriately to situations without direct supervision
- g. Creates a welcoming and user-friendly physical environment that encourages all community members to use library services
- h. Demonstrates computer and technology skills necessary for effective communications and presentations
- i. Participates in staff meetings
- j. Other duties as assigned by manager(s)

4. JOB STANDARDS

- a. Has ability to work from a team approach by building and maintaining effective and professional working relationships with all staff
- b. Models a positive, friendly and cooperative attitude to staff and public
- c. Anticipates and adapts to changes and challenges effectively
- d. Promotes a positive library image in the community
- e. Performs job in keeping with the policies and procedures of the Bossier Parish Police Jury and Bossier Parish Libraries
- f. Reports to work on time in accordance with assigned schedule and maintains a dependable attendance record
- g. Has ability to receive constructive criticism in an effort to improve job performance
- h. Has ability to operate general office equipment
- i. Has ability to lift and move heavy objects, stoop, bend, move books, and sit or stand for prolonged periods of time
- j. Performs opening and/or closing procedures of the library
- k. Has ability to perform essential job functions with or without accommodations and with minimal supervision

QUALIFICATIONS

- 7. Master of Library Science from an ALA-accredited institution **OR** Master’s in History-related field **OR** the ability to obtain required degree within the first year of hire
- 8. Must have at least one year of experience in a library or history center-type setting
- 9. Must have strong computer and research skills
- 10. Ability to plan, organize, and prioritize work, based on patron demand, in order to accomplish quality work in an effective and efficient manner
- 11. Good problem-solving skills; ability to think around problems and come up with creative solutions
- 12. Ability to handle a constantly changing flow of traffic; remain productive during slow times, be able to multitask effectively during busy times, exercise patience and professionalism during stressful situations

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. This person may be requested to perform job-related responsibilities and tasks other than those stated in this job description. It also does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Administrative Use Only	
Title	History Center Curator
Location	Public Services – History Center
Reporting Manager	History Center Manager
Schedule	Monday – Friday, 9 am – 6 pm (40 hrs.); evenings/weekends if needed
FLSA status	Non-exempt
Last revised	February 2019

I HAVE RECEIVED A COPY OF MY JOB DESCRIPTION AND UNDERSTAND THE ESSENTIAL JOB FUNCTIONS.

PRINTED NAME

SIGNATURE **DATE**

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