



JOB POSTING

Library Assistant - Heinz History Center's Thomas & Katherine Detre Library & Archives

About the Senator John Heinz History Center

From the pre-revolutionary drama of the French & Indian War to the legendary match-ups of the Super Steelers, discover 250 years of Pittsburgh history at the Senator John Heinz History Center. An affiliate of the Smithsonian Institution, the History Center is the largest history museum in Pennsylvania with six floors of long-term and changing exhibition space. The History Center's museum system includes the Western Pennsylvania Sports Museum, a dynamic museum-within-a-museum; the Fort Pitt Museum in Point State Park; Meadowcroft Rockshelter & Historic Village, a National Historic Landmark located in Avella, Pa. in Washington County; and the History Center's Museum Conservation Center. The History Center presents the most compelling stories from American history with a Western Pennsylvania connection, all in an interactive environment perfect for visitors of every age.

About the Thomas & Katherine Detre Library & Archives

The Thomas & Katherine Detre Library & Archives at the Senator John Heinz History Center is a nationally important repository for archives of industrial America and a source for research about Western Pennsylvania. Founded in 1879, the Library & Archives preserves the rich history of Western Pennsylvania, and makes its collections accessible to researchers, students, and the general public.

Job Posting

The Senator John Heinz History Center, the largest history museum in Pennsylvania and an affiliate of the Smithsonian Institution, is seeking a part-time, Saturday, Library Assistant for the Thomas & Katherine Detre Library & Archives. The Library Assistant is responsible for assisting and supporting the Chief Librarian and other Library & Archives staff in: 1) providing superior reference services to patrons (staffing the reference desk, answering reference emails and telephone inquiries), 2) conducting genealogy research and providing assistance to patrons with the use of primary and secondary sources, finding aids, and online catalogs. The Library Assistant performs online searches, creates and updates reference tools and library finding aids, and coordinates / assists Library & Archives volunteers with

projects. The Library Assistant performs other duties related to library and archive operation (scanning, photocopying, shelving of materials) as requested by the Chief Librarian.

This is a part-time, Saturday only position reporting to the Chief Librarian.

Requirements

Must be available to work Saturdays. B.A. or related degree in the humanities, relevant library work experience required, including working with the public; MLIS or related degree preferred. Good written and oral communication skills are essential, coupled with an excellent attention to detail. Must have excellent research skills, including the use of library catalogs and internet resources. Experience in genealogical research is a plus. Microsoft Office programs is essential, as well as the willingness to learn new technologies. Must be able to work as part of a team and manage assignments and responsibilities.

Application Process

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Qualified applicants should submit a cover letter including salary requirements and how you learned of this vacancy and a resume to:

Renee Falbo
Director of Human Resources
Senator John Heinz History Center
1212 Smallman Street
Pittsburgh, PA 15222
hr@heinzhistorycenter.org