



Assistant Librarian
Grant Funded, 10 Months

The American Craft Council is seeking an enthusiastic and dedicated assistant librarian to provide staff support for the ACC Library. Working as a partner with the librarian, you will elevate and enhance ACC's unique and diverse collections and support original research in the field of contemporary craft.

The primary responsibilities of the assistant librarian will be to support the many activities of the librarian, including reference assistance for patrons, cataloging of print collections, archival processing and description, and ingest and description of digital assets into the digital collection. Specific duty assignments may be determined by the specific skills that the candidate has to offer.

DETAILS

Location: Minneapolis, Minnesota

Job Type: Grant funded, 10 months, with the possibility for extension

Hours: 3 days per week, weekdays between the hours of 9 a.m. and 5 p.m., starting January 3, 2022 and ending by October 31, 2022

Application Closing Date: December 31, 2021

Pay: \$20/hour

BACKGROUND

As a program of the American Craft Council, the Library maintains a comprehensive collection of print and visual materials on American craft with an emphasis on the period since 1940, containing over 20,000 books and exhibition catalogs, 700 bound volumes of leading periodicals, and nearly 4,000 artist files. The Library is also the repository of the Council archives, including those of the Museum of Contemporary Crafts/American Craft Museum (1956–1990), and maintains a robust digital collection. While focused on modern craft, the collection also supports research in the related fields of design and applied and decorative arts. The Library is located in Northeast Minneapolis and is open to the public by appointment Monday–Friday, 10 a.m. –5 p.m.

PRIMARY RESPONSIBILITIES

- Acquire and manage the journals, magazines, and other periodicals that support the reference collections. Assist with collection development.

- Digitally process, catalog, and prepare internal and external archive collection materials for future reference and research.
- Upload and describe digital assets within the digital asset management system.
- Provide occasional reference service in person, by phone, by email, or by instant messaging.

QUALIFICATIONS

- Degree or coursework in Library and Information Science required.
- Experience working in a library setting is required. Experience in a specialized or art/craft library collection is very desirable.
- Preferred experience working with library catalog and digital asset management systems. Familiarity with WorldCat, OCLC Client, Koha, and CONTENTdm highly desirable.
- Strong research skills in both print and electronic media.
- Demonstrated ability to solve problems and conduct research.
- Working knowledge of AACR2, LCSH, LC classification, and MARC preferred.
- Demonstrated success in working independently and as part of a team.
- Excellent verbal, written, and interpersonal communication skills.
- Preferred interest or background in contemporary craft and craft history.
- Ability to work on-site in the American Craft Council Library is required. The ACC currently requires all staff be fully vaccinated against COVID-19 in accordance with CDC guidelines.

TO APPLY

Please send your cover letter and resume to employment@craftcouncil.org with the subject "Assistant Librarian." Applications must be submitted by December 31, 2021.

This internship is made possible through the generous support of the Institute of Museum and Library Services (IMLS).

ABOUT THE AMERICAN CRAFT COUNCIL

ACC is a national nonprofit working to keep the craft community connected, inspired, and thriving. Our founder, Aileen Osborn Webb, recognized the significant impact craft has on individuals and communities and established a nonprofit to preserve, cultivate, and celebrate this communal heritage. Eighty years later, our efforts span the nation. We share stories and amplify voices through *American Craft* magazine and other online content, create marketplace events that support artists and connect people to craft, and celebrate craft's legacy through

longstanding awards and a unique research library. A range of other programs create space for dialogue and action—because craft can bring us together as people. Learn more at craftcouncil.org.

ACC is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, veteran status, or any classification protected by federal, state, or local law. We value diversity, inclusiveness, and equity and welcome candidates from all walks of life. [Read more about ACC's commitment to inclusion and equity.](#)