

Job Title: Adult Collections and Communications Librarian

Pay and Benefits: \$27.50-33.00/hour, commensurate with experience. Paid holidays and generous PTO

Job Type: Part-time (15-20 hours a week); hourly; non-exempt

Rose Memorial Library is seeking an Adult Collections and Communications Librarian to curate a strong collection and connect the library with the community via social and print media. Rose Memorial Library is a values-driven association library in the historic town of Stony Point, New York. We serve a population of just over 15,000. Rose Memorial is planning to expand our services and spaces within the next five years. Ready to join us as we move towards our exciting new chapter?

Who You Are:

- You are compassionate and kind. You treat everyone you meet and work alongside with patience and good cheer.
- You are always in the know. You keep up with the hottest titles, newest shows, and timeliest trends.
- You recognize and appreciate what diversity, equity, accessibility and representation bring to a workplace and community. This is reflected in your interactions with other people, the selections you make for the collection, and communications you deliver to the community.
- You are a good sharer: knowledge, materials, ideas, skills. You know the mission of a library starts with its people.
- You pay attention. You like learning what is valuable and interesting to the community you are working with and using that knowledge to make thoughtful selections.
- You have a good eye. Given the right tools, you can create dazzling displays, signage, newsletters, and social media posts.
- You communicate well. You share information and your thoughts clearly, concisely, and politely.
- You enjoy technology and feel comfortable learning the ins and outs of new systems.
- You are detail-oriented and appreciate taking the time to make sure projects are done in a tidy and thoughtful manner.

The Role:

- Curating a materials collection that brilliantly walks that fine line between what customers want and need, and what they don't even know they *actually* want and need. You make the library's collection look fresh and fabulous by selecting the best new materials, weeding what no longer fits our space or needs, and creating beautiful, timely displays.

- Adding and updating catalog records within the consortium's integrated library system to accurately reflect our materials.
- Creating and sharing information about library programs, materials, and services via social media, flyers, library newsletters, and press releases.
- Embracing Rose Memorial's vision and values and applying them to your daily operations.

Do you have what it takes?

- Bachelor's degree
- Masters of Library Science
- Above average digital literacy skills
- Strong writing and editing skills
- Ability to work occasional evenings and weekends
- Applicants must be willing to follow the Library's COVID-19 health protocols.

Why Rose Memorial Library? A job with Rose Memorial is an opportunity to work in an environment that prioritizes innovation, connection, creativity, kindness, and employee well-being. While we are a small, historic library, we have big plans and dreams and want you to be a part of our next phase.

Rose Memorial's Vision:

Stony Point's space for connection, creativity, and engagement.

At Rose Memorial, we are committed to:

- bridging Stony Point's past, present and future. We recognize the immense history of Stony Point, while also embracing innovation and thoughtfully adapting the library to fit the community as it grows and changes.
- building and maintaining connections with community members, as well as local institutions, organizations, and small businesses.
- showing a consistently strong return on the investment Stony Point makes in Rose Memorial Library.
- providing a welcoming space for gathering, engaging in culture and entertainment, exploring curiosity, and pursuing lifelong learning.
- serving all members of the community with compassion, equity, kindness, and care.

Additional Info & Requirements

Schedule and work location may change based on the needs of the library.

Applicants should submit a cover letter, resume, and three (3) professional references no later than Monday, May 2 to: Alice Meacham at ameacham@rcls.org with the subject: *PT Collections and Communications Librarian*. No phone calls please.