

PART-TIME QUEENS MEMORY CURATOR
LOCATION(S): CENTRAL LIBRARY
PART TIME OPPORTUNITY

DUTIES AND RESPONSIBILITIES:

The Part-Time Queens Memory Curator is responsible for coordinating outreach to the public about the library's digitized archival collections. An emphasis is placed on sound and video recordings via curated work products such as podcast episodes, exhibitions, public programs, social media feeds, and publications.

This position is responsible for leading the production of the Queens Memory podcast. Edits audio and video archival content for popular publication and research access. The Part-Time Queens Memory Curator is responsible for audio/visual editing, file migration, transcriptions, and metadata normalization activities. This position will contribute to cataloging activities including the creation of VRA Core and MARC records for archival materials (oral histories, photographs, maps, manuscripts, musical scores, etc.) and collection-level EAD records. Fulfills research requests for archival content needed for internal and external projects. Conducts quality control reviews on edited audio/visual content. Trains staff, volunteers, and interns as needed on creating digital archives projects using editorial techniques and software. Maintains up-to-date expertise in the rapidly changing digital archives and communications and outreach practices for cultural heritage collections, taking a lead on behalf of the library to bring new developments and standards into the library's practices.

SCHEDULE:

Varied schedule with a maximum of 20 hours per week.

This part-time position offers benefits.

QUALIFICATIONS AND EXPERIENCES:

Bachelor's degree in Library Science, Media Production, Communications, Journalism, Public History, Digital Humanities, or a related field with either an Archives certification or professional archival experience required. ALA accredited MLS/MLIS degree or master's level degree in Media Production, Communications, Journalism, Public History, Digital Humanities, or a related field preferred. Experience with audio/visual editing, archival processing, digital asset management systems, and social media required. Excellent communication and writing skills required. Previous experience in editorial and curation roles and in cultural heritage settings, preferred. Able to perform independently, be self-motivated and juggle multiple tasks with a positive attitude. Attention to detail and accuracy. Ability to work well as a team member. Willingness to adapt to new technologies and processes. Fluency in a second language spoken in Queens is preferred.

About Queens Public Library:

Queens Public Library is a national and international leader in the delivery of public library service. Our mission is to transform lives by cultivating personal and intellectual growth and by building strong communities. Queens Public Library welcomes innovators and leaders to contribute to a long history and dynamic future of serving the most diverse county in the United States. Queens Public Library is a private, non-profit corporation with 1,700 employees serving 66 locations.

TO APPLY:

Please send your resume and cover letter to QueensMemory@queenslibrary.org and reference "Queens Memory Curator – PART-TIME" in the subject line. Resumes will only be accepted by email.

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The Queens Library is an Equal Opportunity Employer