

**Temporary Part-Time Opportunity**  
**Queens Memory Community Librarian**  
**Location(s): Central**

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**Duties and Responsibilities:**

The Queens Memory Community Librarian is responsible for developing and coordinating the public programming and publications of the Queens Memory Project, under the strategic guidance of the Director of the Queens Memory Project. This includes activities such as raising awareness and promoting use of the Library's local history collections as well as engaging individuals and organizations in the activity of developing those collections. Assists and coordinates the efforts of staff and volunteers working on outreach, special collecting projects, public programs, exhibits, podcasts, and educational partnerships. As a knowledgeable guide for Queens Memory contributors preparing submissions for the archives, the Queens Memory Community Librarian will coordinate with the processing team as they process and publish archival donations from the public. Creates and conducts events and training sessions. This position will provide assistance to staff and volunteers in the use of the library's multi-functional scanning devices and A/V recording equipment. Provides excellent customer and library service to the diverse communities of Queens. Performs other duties as required.

**Queens Memory Outreach and Curation**

Coordinates public programming, special crowdsourced collecting initiatives, curated publications (such as podcasts) and social media outreach so that they are mutually supportive. Manages collaborative relationships with community organizations and individuals to produce public programs and collect local history records for the Library's collections. Assists Queens Public Library staff in their Queens Memory Project-related research, program/project development, and community outreach. Provides reference and referral services in the area of local history and community archiving practices for all age groups. Assists patrons in the use of the library's collections and resources. Creates opportunities for patrons to contribute to the Library through venues such as volunteering and participation in public programming. Coordinates production of outreach content for available platforms including newsletters, blogposts, and social media (Instagram, Facebook, Twitter, etc.) Part of the team responsible for donor outreach aimed at completing donation packages, and maintaining positive donor relationships via regular news and updates about collections and events. Contributes to the appearance and curation of the Queens Memory website. Part of the team ensuring the library's adherence to archival and community engagement best practices. Maintains up-to-date expertise in the areas of Oral History, Public History, Community Archiving, Born Digital Collections and Volunteer Mobilization.

## **Training and Supervision**

Supervises volunteers and interns as needed. Conducts regular trainings and orientations for Queens Memory volunteers. Contributes to maintenance of training materials and instructional guides for Queens Memory volunteers and keeps them updated in print and online. Serves as a resource for training and knowledge development within QPL and with external colleagues.

## **Position Information:**

- ❖ The rate of pay for this position is \$ 35.36 per hour.
- ❖ Flexible schedule with a maximum of 17 hours per week.
- ❖ Part-time positions do not offer any medical or health benefits.

## **Qualifications:**

MLS/MLIS degree from an ALA-accredited library school. New York State Public Librarian's Certificate. Must have the ability to work with a diverse population and effectively provide customer service to a large number of customers simultaneously. Must be proficient with using Microsoft Office, internet searching/technology, personal computers, and other related technology skills. Must possess excellent interpersonal, written and verbal communication skills. Must work successfully in a team environment. Demonstrated enthusiasm for customer and public service. Two years of experience in community work or community centered activities. Experience with community archiving and/or oral history projects required. Able to perform independently, be self-motivated and juggle multiple tasks with a positive attitude. Willingness to adapt to new technologies and processes.

## **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](mailto:QueensMemory@queenslibrary.org) and reference "**Community Librarian**" in the subject line. Resumes will only be accepted by email.

**The Queens Public Library is an Equal Opportunity Employer**