Temporary Part-Time Opportunity
Name Explorer Researcher and Writer (3 Positions)
Location(s): Central
Remote/On-site: Hybrid

The Queens Memory Project is an ongoing community archiving program of Queens Public Library and Queens College, CUNY. Thanks to a generous grant from the Andrew W. Mellon Foundation, Queens Memory has embarked upon a two (2) year-long project running through April 2026. The project includes identifying places in Queens named after individuals (including streets, schools, statues, and parks) and fleshing out biographical and demographic data for those named people. The project also includes analyzing the demographics of the neighborhoods of Queens to identify gaps in representation between named places and the people who live in these communities. The team will present the gathered information on UrbanArchive.org with an interactive map that features these named places in Queens. The project will engage members of the public and bring new knowledge into the library's archives.

Duties and Responsibilities

Under the direction of the Queens Memory Community Coordinator, the Part-Time Name Explorer Researcher and Writer is responsible for researching topics of interest for the Queens Memory initiative. This position will analyze information and create various written materials for publication.

This position is responsible for preparing entries for publication in the Queens Name Explorer based on original research. Conducts in-depth research on assigned topics using reliable sources such as academic papers, industry reports, interviews, and online databases. The Part-Time Name Explorer Researcher and Writer will collaborate with subject matter experts to ensure content accuracy and alignment with project goals. Develops content outlines, drafts, and final versions of articles, reports, and other written materials.

The Part-Time Name Explorer Researcher and Writer will also be responsible for writing, copyediting, and revising existing entries that may need additional information. Analyzes information to generate well researched, accurate, and engaging written content. Edits and proofreads content to ensure clarity, coherence, accuracy, and adherence to established guidelines. Performs other duties as required.

Position Information

- ❖ The rate of pay for this position is $50.16 per hour.
- ❖ Flexible schedule with a maximum of 10 hours per week.
- ❖ This is a temporary grant-funded position through August 31, 2025.
- ❖ Part-time positions do not offer any medical or health benefits.

Qualifications

Bachelor's degree required. Strong research, writing, and copyediting skills required. Demonstrated ability to work independently and to produce work on deadline. Familiarity with Queen's history, neighborhoods, demographics, and its quirky street naming, 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 "**Name Explorer Researcher and Writer_EXT**" in the subject line. Resumes will only be accepted by email.

The Queens Public Library is an Equal Opportunity Employer