

JOB TITLE:	#1301 Archival Collections Cataloger (Sound & Visual)
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St Paul, MN 55102-1906
SALARY:	\$3,407.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	08L Professional
HIRING MANAGER:	Archival Processing Manager
POSTING DATE:	June 24, 2016
DEADLINE DATE:	Application materials must be received by July 15, 2016.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for an Archival Collections Cataloger (Sound & Visual) to process, inventory, and catalog archival collections in a variety of physical and digital formats, concentrating primarily on photographs, sound recordings and moving images, in accordance with Minnesota Historical Society procedures and professional archival standards and best practices.

SUMMARY OF WORK: 1) produce and maintain standards-compliant finding aids, inventories, and catalog records in accordance with Minnesota Historical Society procedures, professional content standards, and prescribed MARC21, Encoded Archival Description (EAD), and Collections Management System (CMS) encoding guidelines; 2) process incoming and backlogged acquisitions of sound and visual collection materials; 3) provide in-person public reference service in the History Center Library as scheduled and respond to web-based user feedback.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in a related field plus three years program experience processing and cataloging sound and visual materials or equivalent OR an ALA-accredited Master's degree in library science plus two years program experience or equivalent.
- Substantial knowledge of archival appraisal, arrangement, and description informed by an understanding and commitment to sustainable processing and cataloging practices.
- Prior processing and cataloging experience with historic and contemporary photographic, moving image, and sound recording formats.
- Detailed working knowledge of descriptive content standards, such as Describing Archives: A Content Standard (DACS), Resource Description and Access (RDA), Descriptive Cataloging of Rare Materials (Graphic) (DCRM(G)), and/or Archival Moving Image Materials: A Cataloging Manual (AMIM).
- Practical experience with encoding formats and guidelines for descriptive and authoritative metadata, such as MARC21, Encoded Archival Description (EAD), Encoded Archival Context (EAC), and/or Dublin Core.
- Experience applying controlled vocabularies such as Library of Congress Name Authority File (LCNAF), LC Subject Headings (LCSH), LC Thesaurus for Graphic Materials TGM), and/or the Getty Art & Architecture Thesaurus (AAT).
- Demonstrated ability to create and enter accurate metadata in an integrated library and/or collections management system.
- Demonstrated experience using XML applications and software.
- Technical knowledge of digital formats, standards, reformatting practices and procedures.
- Solid computer skills working with Microsoft Office software, PDF, and Photoshop.
- Strong organizational, analytical, problem solving, and time management skills.

- Physical ability to regularly lift, maneuver, and carry storage containers weighing 40 pounds as well as oversized materials.
- Physical tolerance to dust and inactive mold spores.
- Ability to process materials requiring kneeling, crouching, reaching, bending, climbing ladders and sitting or standing for extended periods of time.
- Ability to keyboard for extended periods of time.

DESIRABLE QUALIFICATIONS:

- Familiarity with OCLC Connexion, Ex Libris Aleph, or Ke EMu CMS.
- Familiarity with Oxygen XML authoring and editing software.
- Experience providing public reference service.
- Knowledge of Minnesota Historical Society collections.
- Knowledge of Minnesota History.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
--	--	--

Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

Applications will be acknowledged

- No phone calls please -