

Tuesday, October 30, 2018

## Dance Reference Librarian

Company: New York Public Library  
 Compensation: \$52,248.00/Yr. Full Time Union Local 1930

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### Overview

The Jerome Robbins Dance Division of The New York Public Library is the largest and most comprehensive archive in the world devoted to the documentation of dance. It preserves the history of dance by gathering diverse written, visual, and aural resources, and it works to ensure the art form's continuity through an active documentation program. While the division contains more than 44,000 books about dance, these account for only a small percent of its vast holdings.

Under the direction of the Supervising Librarian, the Librarian II will serve as the main reference librarian within the Division and will work predominantly on the reference and special collections desks. The Librarian II will become one of the primary contact points for dance practitioners and scholars using our collections and will work with the Supervising Librarian on retaining a robust circulating collection, as well as having knowledge of the resources available to our patrons through databases, ebooks and our general collection. Off desk work will include responding to dance reference questions received by email and phone, assisting on photo orders and collection development.

### Principal Responsibilities

Reporting to the Supervising Librarian (Librarian III), the Librarian II will:

- Provide specialized subject reference services, both onsite and offsite, using print and electronic resources at multiple service points
- Monitor the use of materials at the special collections desk
- Work with the supervising librarian to execute public orders of photographs and film clips
- Participate in collection development by helping to select new materials for circulating and general collections
- Deal with rights issues for publication or reproduction
- Maintain program metrics and prepare reports
- Maintain a personal program of continuous education and professional development
- Perform related duties as required

### NYPL Core Values

Helpful

Resourceful

Curious

### Minimum Qualifications

- Master's degree in Library or Archival Science
- At least 2 years working directly with collection material in a library, archival, museum setting
- Reference and/or circulation desk experience
- Dance subject knowledge
- Cataloging experience
- Strong communication skills, including the ability to partner effectively with internal and external stakeholders
- Ability to conduct excellent reference interviews

### Preferred Qualifications

- Knowledge of and experience employing standard methodologies and tools for managing archives and special collections, including collection review and documentation
- Experience with stacks management and collection movement
- Demonstrated project management skills
- Familiarity with collections management systems
- Museum Studies, Arts Administration degree preferred

### Work Environment

Office setting

Public library setting

### Physical Duties

- Limited physical effort is required
- Light lifting required
- Lifting up to 40 lbs. Required
- May require travel within NYC

Please apply through NYPL's job listing here:

New York Public Library

For more information:

none

[see URL in body of description](#)

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