

**Technical Services Librarian
(VMFA Assistant, Faculty rank 2, Position #E0602)**

The Margaret R. and Robert M. Freeman Library at the Virginia Museum of Fine Arts is seeking a Technical Services Librarian. This position will be responsible for performing all technical service duties, including the maintenance of the museum's on-line catalogue records and its various modules; the updating of existing records and the creation of new records; and the maintenance of all other Library databases.

Independently works with systems provider and IT department on issues and concerns and serves as primary liaison in technical matters.

Generates reports on different aspects of library usage as necessary.

Assists Fine Arts Librarian in general management of library technology.

This position is responsible for tracking ordered materials, for verifying receipt of materials purchased, and for the cataloguing of these materials.

Qualifications:

The selected candidate will possess proven experience in server administration for an integrated library system (SirsiDynix preferred) and experience with Library of Congress cataloguing, both copy and original, of all types of materials including rare monographs and serials. Experience managing digital projects a plus. Additional requirements include a demonstrated ability to supervise the work of volunteers and to communicate effectively both orally and in writing. Knowledge of foreign languages is helpful. An American Library Association Accredited Masters in Library Science with a background in art historical research is also desired, as is a demonstrated record of participation in professional organizations. The successful candidate must pass a criminal background check.

Starting salary:

\$34,590. Faculty rank based on qualifications and experience. This position includes excellent benefits.

To apply, log onto the Commonwealth of Virginia Online Employment System at <http://jobs.virginia.gov> and submit your application, letter of intent and resume no later than 5:00 pm on July 21, 2010. Please contact the HR office at 804.340.1485 if you need assistance. The Virginia Museum of Fine Arts is accredited by the American Association of Museums. EOE/AA