

Librarian/Archivist
John Michael Kohler Arts Center
Sheboygan, WI

The John Michael Kohler Arts Center, a nationally acclaimed visual and performing arts complex in Sheboygan, WI seeks a full-time **Librarian/Archivist**.

The Resource Center houses books, catalogues, and periodicals, along with an extensive video, audio, and slide collection (to be digitized). The Librarian/Archivist is responsible for managing the Resource Center and its collections. Essential duties and responsibilities include collection development, cataloging, reference and research for staff and the public, archival processing, and management of the image database.

Qualifications:

- Masters degree in library and information science
- Knowledge of and experience with image cataloging standards and practices
- Knowledge of and experience with best practices in digitization
- Knowledge of and experience with best practices in archival processing
- Excellent communication, organization, interpersonal, and customer service skills
- Attention to detail and accuracy
- Ability to take initiative, solve problems, and prioritize work effectively
- Demonstrated ability to work flexibly, independently, and collaboratively with colleagues

Send cover letter, resume, and references to: John Michael Kohler Arts Center, Manager-Human Resources, 608 New York Avenue, Sheboygan, WI 53081 or email: atritz@jmkac.org.
www.jmkac.org EOE