

Access Librarian & Metadata Coordinator

Reports to: Library Director

The Corcoran Library seeks an innovative, energetic, and team-oriented individual for the position of Access Librarian and Metadata Coordinator. Reporting to the Library Director, this ¾ position is responsible for the overall concept of “access” as it relates to public and technical services. This position works afternoons and evenings, and at least one weekend a month.

Duties and Responsibilities

Manages quality front-line library operations, including circulation, interlibrary loan, course reserves, e-reserves, stacks management. This position also provides library orientations and instruction. Coordinates access to physical and digital collections by creating accurate metadata records in a variety of formats including MARC, Dublin Core, MODS, VRA Core, and other standards as appropriate. The successful candidate will bring energy and an expansive vision to the Library, leading the effort to optimize metadata output and finding new ways to use metadata to expose the Library's collections. This position is also responsible for serials check-in and other duties as assigned. Successful candidate will be encouraged to participate in professional associations to further develop the library and the institution.

Required Qualifications

- MLS/MLIS from an ALA-accredited program
- Excellent communication skills
- Dynamic personality and flexibility in adapting to change
- Innovative approach to envisioning and creating access services
- User-focused with a strong commitment to customer service
- Thorough knowledge of electronic and traditional cataloging and authority control, as well as current standards, trends, and forthcoming changes with FRBR, RDA, and MARC, and emerging technologies in cataloging services
- Familiarity with various metadata format, including Dublin Core, METS, MODS, OAI, and XML
- Understands copyright as it relates to E-Reserves and Interlibrary Loan

Preferred Qualifications

- Experience with SIRSI/DYNIX or other major ILS
- Working knowledge of OCLC Connexion, or other major bibliographic utility
- Strong command of LC classification and subject headings
- BA degree in Art History, studio art, or related humanities
- Experience in an academic library
- Experience with CONTENTdm, or other digital asset management tool
- Excellent project management skills, including workflow and training development
- Ability to solve problems in a team environment

To Apply: Submit a letter of application addressing the stated qualifications, a curriculum vitae, and contact information for three current professional references to hr@corcoran.org. Consideration of applications will begin immediately and continue until the position is filled. First screening of applications will be Monday, November 21, 2011.