Title: Associate Librarian in Family and Local History  Date: 12/8/21
Division: Library
Supervisor: Senior Director of the Library & Collections

Summary of Position: The Associate Librarian in Family and Local History (ALFLH) is responsible for the overall planning, development, and coordination of family and local history collections, programs, and services (remotely and on-site). The ALFLH advises the organization on genealogical and local history matters and coordinates these activities with HSP’s mission, vision, values, strategic plan, and goals and objectives.

Primary Duties Responsibilities:

• Develop genealogical courses, seminars, lectures and other programs relevant to family history audiences at all levels of interest and experience,

• Create an inclusive approach to genealogy that welcomes and serves the needs of people of many racial, ethnic, religious, national and other backgrounds,

• Manage digitization of data from HSP’s collections to attract national and international audiences to utilize HSP as a key source for family history research,

• Develop earned revenue through membership growth, fees for programs and access to digitized content,

• Serve as subject bibliographer for family and local history, including creating and maintaining subject guides,

• Under the direction of the Director of the Library, develop a strategic collecting plan, defining areas of growth for the books and manuscripts collections relating to family and local history

• Catalogue genealogical books and process family papers according to industry standards,

• Provide direct customer service via regular rotations at HSP’s public services desks, participation in HSP’s Live Chat service and remote research program,
• Partner with HSP’s Education and Programs Division on programs’ communication and execution,

• Represent the Society externally,

• Perform other duties as assigned.

Qualifications and Skills:

Bachelor’s degree in history or a related field; membership in the Association of Professional Genealogists (certification from the Board for Certification of Genealogists a plus); ten+ years of genealogical practice; experience networking with trained genealogy professionals; an entrepreneurial and collaborative spirit; effective communication in traditional and new media.

Status: Exempt

Job Posting Information:

Pay Type: Salary
Job Status: Full Time Exempt
Salary/Hourly Rate: $50,000

Please Send VIA EMAIL to dbrigham@hsp.org SUBJECT LINE: Associate Librarian in Family and Local History

Letter of Introduction (that specifies how your experience, knowledge and skills match the identified duties, responsibilities, and requirements of this position)

• Your Resume
• Contact info for 3 Professional References