



## KALAMAZOO INSTITUTE OF ARTS

314 S. Park Street Kalamazoo, MI 49007

[www.kiarts.org](http://www.kiarts.org)

**Part Time Librarian** (20 hours per week)

**Kalamazoo Institute of Arts' Mary and Edwin Meader Fine Arts Library**

The KIA seeks an energetic, organized individual to support the KIA's mission and staff through library resources, services and programs. The Librarian manages all aspects of KIA Library operations including development and maintenance of all collections and is responsible for providing excellent reference, information and circulation service to public, museum staff and art school faculty.

**Classification:** Part Time Non-Exempt

**Immediate Supervisor:** Director of Museum Education

### **Responsibilities**

Provide reference service to staff, faculty, members, students and the general public, including

- Supporting the Kirk Newman Art School through book carts, outreach to faculty, and other support as needed.
- Supporting Museum Education programs, particularly docent training and research.
- Supporting curatorial staff research needs.

Maintain, process and care for all library collections including monographs, periodicals, electronic resources, videos, and artist files ensuring up-to-date catalog records according to Library of Congress/MARC standards.

Make additions to and withdrawals from library collections guided by Library Collection Development Policy and input of patrons, with priority given to KIA staff and faculty needs.

Oversee or perform a variety of administrative tasks, including

- Keeping library cardholder database updated
- Maintaining library use statistics and preparing monthly reports
- Sending overdue correspondence and overdue notices
- Ordering library material, equipment and supplies
- Processing and acknowledging donations according to KIA and Library procedures.
- Sale/disposal of withdrawn materials
- Training, scheduling, and supervising volunteer assistants. Assist with volunteer recruitment.

Promote library use through outreach, programs and materials.

Prepare annual budget and monitor expenses.

### **Qualifications**

- MLS degree
- At least two years of experience in a library setting
- Experience with library automated systems, technology and electronic resources
- Strong organizational and interpersonal skills
- Excellent written and verbal communication skills
- Strong computer and computer software skills
- Proven ability to work independently and supervise others
- Knowledge of art and art history preferred

**Essential Physical Functions**

- Ability to lift and carry boxes up to 25 lbs. and push carts weighing up to 200 lbs.
- Ability to sit, stand, and walk for long periods of time, and the ability to bend, reach, stoop, or crouch when assisting patrons
- Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally
- Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form
- Ability to work effectively under stressful conditions in a fast-paced environment

**KIA Mission**

We offer programs and services that encourage the creation and appreciation of the visual arts. The Kalamazoo Institute of Arts provides life-enriching opportunities for the people of West Michigan and beyond to experience and create the visual arts through its commitment to excellence for the art school, exhibitions and collection.

**Organization Information**

The Kalamazoo Institute of Arts is a 92-year-old art school and museum and one of the region's leading cultural resources. It presents about 15 exhibitions annually, a wide variety of educational programs and events, and about 300 art classes. It also maintains a growing art collection and a fine arts library.

The KIA's Mary and Edwin Meader Fine Arts Library is open to the public for research and enjoyment. KIA members may borrow materials. The Librarian provides staff, faculty, members and the public with research and reference assistance. Library collections include more than 10,000 books, as well as exhibition catalogs, videos, art-related periodicals and artist files. The library offers a variety of programs that help fulfill the KIA's mission and promote use of library resources.

The Library is open to the public approximately 16 hrs per week.