



Metadata and Reference Librarian

The Maryland Center for History and Culture seeks an energetic and intellectually curious professional to join our team as the Metadata and Reference Librarian. The position is responsible for managing and developing our library and digital asset management systems. The successful candidate will work in close collaboration with colleagues across the Library and Museum collections teams to develop and implement metadata infrastructure and policies to support discovery, access, and preservation of the collections. In addition, the Metadata and Reference Librarian will join a library staff dedicated to providing high-quality reference and research services. Early career professionals are encouraged to apply.

RESPONSIBILITIES

- Creates or oversees the creation of high-quality original cataloging and metadata for digital objects as well as Library and Museum resources, applying national cataloging and metadata standards, to support discovery, access, and preservation.
- Responsible for the administration and management of library systems, including archival and digital asset management systems.
- Manages local development installations; monitors configuration changes, plug-ins, and software updates for production systems.
- Responsible for designing and executing efficient and effective integrations and workflows across systems.
- Collaborates with colleagues to develop local standards and best practices for systems use; creates and manages documentation for policies, processes, and procedures.
- Contributes to inclusive descriptive work, including through participation in the multi-departmental Reporative Description Working Group.
- Provides clean-up, enrichment, and transformation of legacy records and migrates data between systems.
- Participates in professional organizations and keeps abreast of current theory, practice, and innovations in the field; encouraged to participate in open-source software communities on behalf of the Library.
- Provides Library reference services for patrons as assigned.
- Assists Digital Collections & Initiatives department as assigned by fulfilling patron and in-house digitization requests.

MINIMUM QUALIFICATIONS

- Bachelor's degree
- Experience managing metadata, including data standardization, remediation, and mapping.

- Experience with ArchivesSpace software or other archival and library management systems.
- Proficiency in the use, maintenance, and support of digital asset management systems, repository software technologies, and support tools (ResourceSpace, Omeka, and similar). Ability to effectively troubleshoot technical problems, isolate causes, and implement solutions.
- Experience working with patrons in a library setting or other customer service experience.
- Excellent analytical skills, including facility with complex problem solving and prioritization. Good organization skills and an aptitude for detailed work.
- Excels at both working independently and being a team player.
- Possesses a passion for history, arts and culture organizations.

PREFERRED QUALIFICATIONS

- Masters of Library Science degree from an ALA-accredited library school or equivalent experience or degree in one or more fields relevant to the position.
- Advanced knowledge of current national data content and structure standards related to the archival control of collection materials (DACS, EAD, AACR2, RDA, MARC, LCSH, AAT, etc.).
- Familiarity with digital preservation theory and best practices. Experience with digital preservation tools.

ABOUT THE POSITION

This is a full-time, salaried position with benefits. The salary range is \$40,000–45,000 annually. The final salary will be determined based on the experience and qualifications of the successful candidate.

HOW TO APPLY:

Please email the following to jobs@mdhistory.org with the subject line “Metadata and Reference Librarian”:

- Cover letter
- CV/resume with contacts of three professional references

Review of applications will begin on July 25, 2023. Incomplete applications may not be considered. No phone calls, please.

ABOUT MCHC

The Maryland Center for History and Culture is an equal opportunity employer that seeks to educate people of all ages about the American experience through the rich history of Maryland using their collections and to preserve important objects and archival materials from prehistoric Maryland to the present day. We do not discriminate based on race, color, religion, sex, national origin, disability, or any other status protected by law and strongly encourage all qualified professionals to apply.

The Maryland Center for History and Culture collects, preserves, and interprets the history, art, and culture of Maryland. By exploring multiple perspectives and sharing national stories through the lens of Maryland, MCHC inspires critical thinking, creativity, and community. Learn more at mdhistory.org.