**This is a three-year term appointment with the possibility of extension.**

The MIT Libraries seek an enthusiastic, detail- and production-oriented person to contribute to digital transformation projects, coordination of outsourced binding and to the care of MIT’s general collections. This is an exciting opportunity to work in a state-of-the-art preservation facility in a dynamic academic library setting.

**RESPONSIBILITIES:** Under general supervision of the Preservation Librarian, the Curation and Preservation Assistant performs basic conservation to prepare materials for digitization; organizes and tracks outsourced projects; maintains records; packs and unpacks shipments; and resolves issues with vendors. S/he assists with the development of digitization projects - conducting needs assessments; testing and managing workflows; conducting background research to inform decisions and to assist in organizing content; and collaborating with CPS staff to ensure that digital content that results from digitization projects conforms to standards and practice. The Assistant’s contributions to outsourced binding coordination include preparing damaged materials for protective binding or custom enclosures, tracking shipments and submitting invoices for payment, coordinating with staff to manage flow of materials and meet deadlines, and problem resolution. In contributing to collections care, the Assistant will identify new items that require treatment before circulation, perform basic treatments, shelf prep items in the general and special collections workflows, and train library staff to complete quality control and preservation assessment on “shelf-ready” materials received from vendors. S/he works with staff to streamline workflows and write and maintain procedural documentation, and has responsibility for collecting statistics, maintaining and developing databases, and creating reports associated with digitization projects, commercial binding, shelf preparation workflows, and collections repairs. S/he directs the work of a student assistant/temporary worker. S/he also helps maintain the department’s website; participates in department meetings; contributes to department workflows, projects and initiatives; participates in disaster response; and performs other duties as assigned.

**QUALIFICATIONS:**  
**Required** - Minimum 6 months direct/related experience in a library, archives or museum setting (post high school education can count toward experience). Manual dexterity and aptitude in handling small tools. Demonstrated aptitude for accurate and detail-oriented work. Solid organizational, time management and problem solving skills. Demonstrated proficiency working with Microsoft Word, Excel, and FileMaker Pro, as well as a willingness and aptitude to learn new systems. Positive customer service attitude and strong communication and interpersonal skills. Ability to work and contribute both independently and as an integral part of a service team, to work collaboratively and to interact effectively with a diverse group of people. Demonstrated success in sustaining productivity, meeting deadlines, and managing competing priorities. Ability to lift and reach, move boxes and push book trucks, operate equipment and a tolerance for exposure to dust.  
**Preferred** - Formal training in bookbinding or equivalent. Experience in a production-oriented environment. Experience with library catalog systems and wiki applications.

**HOURS:** 35 hours per week. Monday-Friday, between 8:00 a.m. and 5:00 p.m.; some flexibility possible.

**APPLICATION PROCESS:** Apply online at: [http://hrweb.mit.edu/staffing/index.html](http://hrweb.mit.edu/staffing/index.html). The MIT Libraries is committed to diversity within its community and particularly encourages applications from qualified women and ethnic minority candidates.

*MIT offers excellent benefits including a choice of health plans, a dental plan, and tuition assistance. The MIT Libraries affords a flexible and collegial working environment and provides opportunities for training and skill development.*

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