

Employment Announcement

Museum Assistant

Marion Public Library is seeking an energetic and enthusiastic person to fill a position in Museum Services. This part-time position averages 20 hours per week.

Responsibilities: We are looking for someone who is committed to providing courteous, efficient, and friendly library service to persons of all ages and personalities. Must be flexible, be able to follow directions, and work independently. Evening and weekend hours as schedule requires. Criminal background check necessary.

Specific duties include:

- **Digitization project:** Scan photos & archives, then catalog the records
- **Inventory museum collection:** Use PastPerfect
- **Social media:** Maintain Museum's presence
- **Exhibits:** Assist and create signage, both as needed

Qualifications: Expected to be proficient in Microsoft Word and Excel, and the ability to learn Adobe PhotoShop, Adobe InDesign, PastPerfect, and scanner software. Bachelor's degree or process of getting a degree is preferred.

To apply: Applications available at the Library Office or Reference Desk 9 a.m.-7 p.m. Monday-Friday. Please send a letter of interest, resume, and personal references to Director Mary Eckerle by mail or email.

Mail: Marion Public Library, 600 S. Washington St., Marion, IN 46953

Email: meckerle@marion.lib.in.us

Opens: Immediately.

Closes: Friday, Feb. 18, 5 p.m.