

Employment Announcement

Marion Public Library & History Center

History Center Assistant

Position Overview

The History Center Assistant supports Indiana History and the museum by assisting patrons with Indiana history and genealogy research, promoting exhibits and programs, and helping care for and organize collections. This role also contributes to creating promotional materials for social media and print to highlight museum resources and events. The position plays a vital part in engaging the community with local history, supporting educational initiatives, and preserving historical resources for future generations.

Responsibilities:

- Assist patrons with genealogy and local history research.
- Guide visitors in using reference materials, databases, and equipment.
- Maintain and organize collections while ensuring a welcoming environment.
- Update genealogy records and assist with departmental projects.
- Process donor materials and perform light preservation tasks.
- Create promotional materials for social media and print.
- Open and close the department and report supply or equipment needs.

Schedule: 15 hours per week (part-time)

- **Monday, Tuesday, Friday:** 1:30 – 5:30 pm
- **Saturday:** 10:30 am – 4:00 pm (twice a month)

Qualifications:

- Some college or equivalent required.
- Genealogy, history research, or library experience preferred.
- Strong organizational, communication, and customer service skills.
- Ability to learn and use library equipment.
- Comfortable working independently and as part of a team.
- Familiarity with Microsoft Office and Canva.

Pay: \$12.00 per hour

To apply: Applications are available on the library website under “About MPL”

(<https://www.marion.lib.in.us/>) or at the Library Office. Submit application, resume, and names of two professional and references including e-mail addresses and phone numbers to: Jaime Pitt, Marion Public Library, 600 South Washington Street, Marion, Indiana 46953. jpitt@marion.lib.in.us.

Opens: 11/1/2025

Closes: When filled.