

Employment Opportunity

The Thomas J. Watson Library in The Metropolitan Museum of Art is pleased to announce an opening for the position of **Systems and Information Technology Librarian**. This is a special opportunity to contribute to the success of an innovative and productive art library at a world-class museum while learning and applying new skills.

The Systems and Information Technology Librarian performs essential service-focused activities in Watson Library's team-based environment. The successful candidate will administer and maintain the library's integrated library system and ensure its optimal performance and continuous development; manage the library's hardware and software applications; and play an active role in the library's extensive digital initiatives. He or she will be a core member of several technical services teams and will provide reference and research support to library patrons. The individual will work collaboratively with library colleagues to regularly assess procedures and will develop strategies for the implementation of technologies to enhance access to the collections, to increase productivity, and to streamline workflows. There will also be opportunities to work collaboratively with the departments of Digital Media and Information Systems and Technology to coordinate and continuously improve library systems and services Museum-wide.

Review of applications will begin immediately and continue until the position is filled. Applicants should submit a cover letter indicating how they satisfy the requirements above, a resume, and the names of three references to the following e-mail address: lib.search@metmuseum.org.

Primary Responsibilities and Duties

- Manages the maintenance and ongoing development of the library ILS (Innovative Interfaces Inc.'s Sierra); serves as primary contact with the vendor; coordinates with the library systems team for installing new releases, troubleshooting, and documentation.
- Provides staff training on all upgrades and enhancements and their implications for improving access, workflows and processes; assesses the value of new software and features.
- Manages and supports the operation of the ILS by maintaining configuration and access tables, creating documentation, maintaining passwords and authorizations, and by resolving problems relating to records, access, and functionality.
- Works closely with vendors providing link resolvers, proxy authentication, authorities processing, cataloging services, digital repositories, and interlibrary loan systems; monitors, ensures optimal performance, and resolves technical support issues when appropriate.
- Collaborates with library staff and vendors to identify, format, and coordinate the batch loading of vendor-supplied records into the online catalog.
- Works as a key member of the Digitization Team to plan, implement, and support projects that advance the creation of digital collections.
- Maintains the library's externally hosted web server and plays a key role in managing library content in the Museum's SiteCore CMS.
- Communicates regularly with library and museum staff on technology-related issues; works collaboratively with Digital Media and IS&T; provides regular updates on the status of ongoing projects, new equipment and services, and the resolution of technology issues.

- Works collaboratively with library and museum staff to ensure an effective and informative online presence of the library through the library blog and other social media.
- Collects and reports system-generated statistics and provides management and statistical reports on systems operations. Prepares and distributes local documentation as necessary; advises on the library's information technology budgets and negotiates and arranges for the purchase of appropriate products and services.
- Provides research support and scheduled reference service including weekend rotation.
- Working closely with Museum and library staff, takes a leading role in identifying short and long-term technology needs and opportunities, and explores the innovative use of emerging information and web technologies.
- Coordinates maintenance of public and staff scanners and ensures their ongoing effective use.
- Other duties as assigned.

Requirements and Qualifications

Experience and Skills:

- Two or more years' experience managing an ILS required, Innovative Interfaces preferred, in a medium or large research library.
- Knowledge and experience working with content management systems required. CONTENTdm, TMS, and SiteCore experience a plus.
- Understanding of the MARC record; familiarity with metadata standards and formats such as Dublin Core, MODS, METS, EAD, and RDA for library systems required.
- Demonstrated project management experience, training and supervisory skills required.
- Strong aptitude for acquiring new skills relevant to library systems required.
- Experience creating and manipulating library metadata required.
- Experience supervising, training, and mentoring staff and interns required.
- Experience developing and administering web-based solutions using CSS, HTML, XML, APIs and related technologies required.
- Experience writing SQL queries and administering a SQL database required.
- Experience with scripting and/or programming languages such as Perl or JavaScript preferred.
- Strong service orientation and awareness of end user needs as related to library systems and web platforms required.
- Demonstrated analytical and problem-solving skills with a commitment to data-informed decision making processes required.
- Ability to assume a leadership role in a rapidly changing and collaborative team-based environment required.
- Experience and commitment to public services including reference and instruction required.
- Ability to work effectively, both collaboratively and independently, in a service-driven environment required.

Knowledge and Education:

- Master's Degree in Library or Information Science
- Bachelor's degree in Art History, or related experience and knowledge, preferred.

- Knowledge of MARC21, Dublin Core, MODS, METS, EAD, RDA and other library metadata standards preferred.
- Knowledge of HTML/XML, CSS/XSL, Microsoft Excel, content management systems, visualization tools, web design, and graphic design.
- Strong oral, written and presentation skills and the ability to communicate effectively to both technical and non-technical users.

The Thomas J. Watson Library is the central research library of The Metropolitan Museum of Art. Reflecting the depth and scope of the Museum's collection, the library collects scholarly material from the art of early antiquity to contemporary art. Like the Museum, the library's holdings are encyclopedic and global in nature and provide a broad range of research materials on Ancient Near Eastern, Egyptian, Greek and Roman, Asian, Islamic, European and American art. In addition to its extensive collection of monographs, exhibition catalogs and rare books, the library includes 150,000 auction and sale catalogs dating from the eighteenth century to the present day. Watson Library's staff of thirty eight adds nearly 20,000 volumes a year, manages a large collection of electronic resources, and continues to build its digital collections, now comprising over one million pages of online content.

The Museum's library system includes The Robert Goldwater Library, covering the art of Africa, Oceania and the Americas; Nolen Library, providing materials for all ages on the history of art and also curriculum related material for teachers; The Lehman Collection Library, a collection on European painting and decorative arts; The Joyce F. Menschel Library in the Department of Photographs; The Onassis Library in the Department of Greek and Roman Art; The Irene Lewisohn Costume Reference Library; and the Cloisters Library for medieval art and related topics. The Museum's departmental libraries contribute to combined holdings of more than one million volumes, a collection unrivaled in depth and coverage for the history of art on a global scale.

See <http://www.metmuseum.org/watson> to learn more about the Museum's libraries, including access policies and hours, and to connect to the libraries' catalog, Watsonline.

The Metropolitan Museum of Art provides equal opportunity to all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination, and all other terms and conditions of employment.