

ARCHIVES & RECORDS CENTER DIRECTOR

The Gasconade County Historical Society (GCHS) seeks a paid part-time Director for its Archives & Records Center in Hermann, Missouri.

The position directs all facets of operation of the Society's Archives & Records Center. The Director will actively coordinate reference and reading room services for patrons and will respond to on-site and on-line research requests and will work closely with staff to ensure requests are completed and delivered to patrons. The Director will manage the Center's collection of resources from public and private sources.

Experience working in a special collections or archival environment helpful but not necessary. Supervisory experience, particularly of reference services and working with the public, is desirable.

Computer skills are necessary, knowledge of Past Perfect software desirable.

POSITION RESPONSIBILITIES

- *Manage Reading Room operations, staff and volunteers.
- *Coordinate on-line service with patrons.
- *Provide reference service to patrons on-site.
- *Maintain up-to-date knowledge of facility collections.
- *Ensure the proper handling, conservation and security of collection materials.
- *Coordinate use of technology to continually improve accessibility to the County's history.
- *Cooperate with other like-minded local and state agencies.
- *Supervise maintenance of equipment and physical facility.
- *Attend GCHS board and membership functions.
- *Prepare annual budget.

HOURS: Not to exceed 24 hours per week.

SUBMIT RESUME WITH REFERENCES AND COVER LETTER TO: GCHS, P.O. Box 131, Hermann, MO 65041 or gchsbus@centurytel.net or in person to Archives & Records Center, 315 Schiller, Hermann.

APPLICATION DEADLINE: October 15, 2018 or until position is filled

DIRECT QUESTIONS TO: Board Secretary, gchsbus@centurytel.net or 573-486-2633

ABOUT GCHS: The Gasconade County Historical Society, established in 1970, currently maintains a museum in Owensville and the Archives & Records Center in Hermann's historic district. GCHS, by agreement with the County Commission, houses the public records of the county and maintains an ever-growing collection of records from private sources. Visit www.gasconadecountyhistoricalsociety.com.