

NEW MEXICO HISTORY MUSEUM

113 Lincoln Avenue
Santa Fe, NM 87501

tel: 505-476-5200

fax: 505-476-5104

www.nmhistorymuseum.org

The New Mexico History Museum is seeking a Library Assistant for a short-term project during the Summer 2022. The position is for 30 hours per week for 8 weeks at \$20 an hour. Start and end dates are flexible. Work will be done in the Fray Angélico Chávez History Library, which is part of the museum. The New Mexico History Museum is located in Santa Fe, New Mexico.

The Fray Angélico Chávez History Library is the institutional successor of New Mexico's oldest library, which was established in the Palace of the Governors in 1851.

The library's holdings provide insights into the history and culture of New Mexico and the American Southwest, from pre-European contact to the present. Named after historian Fray Angélico Chávez, library materials include important information from the Spanish colonial and Mexican periods and focus on the American period from the territorial period through the present.

Description of Work: The Library Assistant will work with collections of documents, books, maps, and serials. They will perform a variety of tasks, including, moving and shelving book collections, researching archival provenance, assembling data from library collections, scanning documents, withdrawing materials, marking cataloged books, answering reference questions and other duties as required. Candidates must be able to carry boxes weighing up to 50 pounds and work around historical documents. Candidate will be trained and supervised by two experienced librarians. Much of the work will be completed independently

Recommended Education, Experience and Skills: Two years of college or an Associate's Degree in Liberal Arts, History, Archaeology, Library Science, or other related fields is highly desired. Experience in archives, libraries, record management, or historical research may be considered in lieu of education. Basic office skills and attention to detail are of utmost importance.

How to Apply: Interested individuals must submit a cover letter explaining their interest in the position, a résumé, and contact information for two references. Applications are to be sent to historylibrary@state.nm.us by May 20, 2022. Please put "Chavez Library Archives Assistant" and your last name in the subject field. Interviews will be conducted upon application review. Please contact the email address listed above or call 505-476-5053 with any questions.