

Part-Time Archivist
Oradell Free Public Library (Oradell, NJ)

Hours: Twelve (12) – fifteen (15) hours per week (Flexible schedule)

Compensation: Competitive hourly rate, commensurate with experience

Application Deadline: Open until filled

About the Position

The Oradell Public Library seeks a self-starter and meticulous, motivated, and community-minded **part-time Archivist** to manage and enhance its **Local History Collection**. This role is ideal for an experienced archivist or a librarian/archivist-in-training passionate about preserving the unique heritage of a small New Jersey town.

Responsibilities

- Recommend current professional archival program / software and migrate existing digital archives
 - Arrange, describe, and preserve archival materials, including photographs, manuscripts, newspapers, maps, and ephemera
 - Create and maintain finding aids and catalog records according to archival standards
 - Collaborate with library staff and Borough Historian – Archivist to digitize and promote access to historical materials
 - Engage and train interns to assist with the digitizing program
 - Respond to research requests from the public, local historians, and genealogists
 - Develop exhibits and public programming to showcase the collection
 - Recommend best practices for preservation, storage, and acquisitions
 - Identify opportunities for grants, partnerships, and community engagement
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Qualifications

Required:

- Demonstrated archival experience (may be through work, internships, or coursework)
- Familiarity with archival arrangement and description standards (e.g., DACS, MARC)
- Strong organizational, research, and communication skills
- Ability to work independently and manage time effectively
- Enthusiasm for local history and public service

Preferred but not required:

- Master's in Library Science (MLS), Archives, History, or related field
 - Experience with digitization projects or digital asset management systems
 - Knowledge of New Jersey history or genealogy resources
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To Apply

Please email in **one** document attachment a cover letter, a resume, and three references (including telephone numbers and email addresses) with "Archivist (Part-Time) - <YOUR NAME>" as the Subject line to oradelllibrary@gmail.com.

Help us preserve the stories that shaped the Borough of Oradell. We look forward to welcoming someone who values history, community, and access to knowledge.