

### Department Overview

The Library and Archive Department collects, organizes, and makes accessible materials to support Aperture Foundation staff. The primary mission of the Library and Archive is to maintain materials of primary and secondary value to the institutional memory of Aperture Foundation. The Library holds an extensive collection centered on the subject of photography consisting of approximately nine thousand volumes stored in the Chelsea office and at the off-site Millerton facility.

### What You Can Expect to Learn

- Organization of the in-house Library, online public access catalogue (Koha), and file server
- Proper handling and care of books
- Accession procedure for new Library materials
- How to compile and maintain Aperture backlist bibliographic references
- Archival procedures for paper and digital files

### Departmental Duties

- Respond to borrowing requests
- Assist in accessioning new materials into the Library collection
- Maintain and update library collection inventories and bibliographic office reference guides
- Design and construct protective sleeves for the master archival set of Aperture titles
- Conduct bibliographic research
- Assist in the organization of submissions for the annual PhotoBook Awards
- Assist staff in the preparation of and transfer of materials to archive storage at the Millerton facility
- Identify where the digital archive needs to be updated or expanded

### General Work Scholar Responsibilities

- Further develop knowledge of photography as well as Aperture's mission, publications, exhibitions, and programs
- Participate in workshops and training sessions
- Assist with front of house engagement and lead informational tours
- Complete pre-, mid-, and post-term evaluations
- Assist with mailings
- Setup and breakdown for on- and off-site events
- Assist at the Aperture Foundation Benefit (Fall term) and Spring Party (Spring term)
- Participate in jurying the Aperture Portfolio Prize (Fall term)
- Work occasional Saturdays, extended hours, and events (paid hours)
- Kitchen duty (fridge and dishes)

### Requirements

Organizational skills and a high level of attention to detail; ability to work independently and collaboratively; skills and initiative to conduct research; dexterity for safe book-handling practice; familiarity with the Chicago Manual of Style or other scholarly standard style guides; interest in librarianship, the field of publishing, and photography; ability and willingness to occasionally lift boxes weighing up to fifty pounds; and willingness to travel to the Aperture Foundation facility located in Millerton, New York. Preference will be given to candidates with a background of study in Library or Information Sciences.