Aperture Work Scholar Program Position Description

Library & Institutional Archive

Department Overview
The Library and Institutional Archive Department collects, organizes, and makes accessible materials to support Aperture Foundation staff. The primary mission of the Library and Institutional Archive is to maintain materials of primary and secondary value to the memory of Aperture Foundation. Focused on the subject of photography, the Library’s reference collection consists of more than twelve thousand volumes. Aperture Foundation’s Institutional Archive consists of approximately two thousand linear feet of corporate records.

What You Can Expect to Learn
- Understanding of the multi-faceted workings of a small, specialized Library and Institutional Archive
- Proper handling and care of bibliographic print and archival materials
- Proficiency with Aperture Foundation’s library management system: Koha Integrated library system (ILS) and online public access catalogue
- Practical application of thesauri, controlled vocabularies, and metadata schemas
- Familiarization with house bibliographic data formats: Machine-Readable Cataloguing (MARC 21) and knowledge organization schemas: Dewey Decimal Classification (DDC)
- Accession and processing procedures for departmental accretion of archival materials
- Compilation of research resources, including bibliographic writing and LibGuides

Departmental Duties
- Copy-cataloguing, and some original cataloguing, of library print materials using the Z39.50 client, including searching and importing Library of Congress Authority Files into Koha (the Library’s integrated library system)
- Maintain library collection inventories and bibliographic reference guides as new Aperture titles are released and historical exhibition chronology
- Construct protective enclosures for Library and Institutional Archival materials and provide support for rehousing and processing projects
- General library maintenance, including paging materials and general collection tidiness
- Providing reference services by responding to borrowing requests from staff and patrons, and conducting bibliographic and archival research
- Provide logistical support to the Education Department for the annual PhotoBook Awards

General Work Scholar Responsibilities
- Develop further knowledge of photography as well as Aperture’s mission, publications, exhibitions, and programs
- Participate in workshops and training sessions
- 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 and Spring Party
- Participate in jurying the Aperture Portfolio Prize (Spring term)
- Work occasional 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. Preference will be given to candidates with a background of study in Library or Information Sciences, Information Systems, and/or Art History.

Aperture Foundation is a 501(c) (3) not-for-profit multiplatform photography publisher, and center for the photo community.