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Aperture Work Scholar Program Position Description

Library and Archive / Magazine Publishing

Overview

This position services two departments at Aperture Foundation: the Library and Archive Department, and the Magazine Publishing Department. The majority of the work scholar's time will be spent working in the library and archive, with occasional tasks supporting the magazine publisher.

The Library and Archive Department collects, organizes, and makes accessible materials to support Aperture Foundation staff and external researchers. The primary mission of the library and archive is to maintain materials of primary and secondary value to the memory of Aperture Foundation.

The Magazine Publishing Department manages the business side of *Aperture* magazine, including distribution, marketing, and advertising.

What You Can Expect to Learn

- The multifaceted inner workings of both a reference library/institutional archive and a small-circulation magazine
- Best practices for handling and preservation of bibliographic print and archival materials
- Aperture Foundation's Koha integrated library system (ILS) and online public access catalogue (OPAC)
- Practical application of controlled vocabularies, thesauri, and metadata schemas in a library environment
- Application of 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
- How print and digital advertising works within the magazine industry
- How the magazine business and creative teams collaborate
- How to write house-established metadata for the magazine's digital archive

Departmental Duties

- Semester-long project to organize, alphabetize, and prepare box labels for the library collection of PhotoBook Awards 2012–15
- General library maintenance, including paging materials and general tidiness
- Provide reference services by responding to borrowing requests from staff and patrons, and conduct bibliographic and archival research
- Copy-cataloguing and some original cataloguing in Koha (ILS) of library print materials using the Z39.50 client, including searching and importing Library of Congress Authority Files
- Provide logistical support to the Education Department for the annual PhotoBook Awards
- Construct protective enclosures for the Library and Institutional Archive's materials, and provide support for rehousing and processing projects
- Metadata keywording for the magazine's digital archive
- Manage Aperture's digital ad-serving platform
- Create presentations for internal and external use
- Attend occasional trade shows and art fairs

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General Work Scholar Responsibilities

- 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 (Spring term) or Fall Party (Fall term)
- Participate in jurying the Aperture Portfolio Prize (Spring term)
- Work occasional Saturdays, extended hours, and events (paid hours)
- Share in kitchen duty (fridge and dishes)

Requirements

Requirements include a high level of attention to detail; ability to work independently and collaboratively; skills and initiative to conduct research; physical dexterity for book and materials handling; familiarity with the *Chicago Manual of Style* or other scholarly standard style guides; interest in librarianship and photography; and ability and willingness to occasionally lift boxes weighing up to thirty pounds. Proficiency in Microsoft Office, an ability to multitask and take initiative, and an interest in the business side of publishing are also essential. Preference will be given to candidates with a background of study in library or information sciences, information systems, and/or art history.