Cataloger
Great Opportunity in Lincoln Park

As Chicago’s oldest cultural institution, the Chicago History Museum is the proud custodian of over 23 million objects ranging from presidential artifacts to 60’s couture. We use our collection to powerfully tell Chicago’s stories. We invite qualified candidates to apply for the full time position of Cataloger.

The Cataloger enhances and promotes the discoverability of CHM’s research collections by performing cataloging and collection documentation duties, reference services, and management of CHM’s integrated library system (ILS); collaborates with others in the cataloging operations of the Research and Access Department; provides planning support to the Director of Research and Access in the cataloging and documentation of CHM archives and manuscripts, visual materials, architectural drawings monographs and serials, ephemera and maps, sound recordings, film and video, related collection items and the systems/technologies necessary to support these functions; develops and implements changes and improvements to internal processes; develops CHM’s interdepartmental cataloging strategies and implementation planning; collaborates with relevant staff to facilitate use of CHM’s research holdings to meet CHM’s institutional goals and support its mission; and promotes the collection as CHM's most unique and significant resource.

ESSENTIAL FUNCTIONS:

- Develop and implement methods, procedures, standards, and policies governing the documentation and cataloging of collection materials in collaboration with the Collections Department and other staff as appropriate.
- Responsible for quality control for CHM’s catalog records, archival finding aids, and other metadata related to CHM’s research holdings.
- Administer authority control, including establishing and maintaining local authorities.
- Convert non-MARC catalog record content to MARC format, apply subject headings, and finalize and publish catalog records for special collections materials including manuscripts, prints, and photographs, architectural drawings, books, periodicals.
- Upload records into ILS (Horizon), WorldCat, Chicago Collections Consortium’s web portal, and other aggregated databases to increase digital discovery of collections.
- Administer ILS, including training other staff members in cataloging software and standards to maintain quality control.
- Develop and oversee large-scale, project-based cataloging, digitization, and/or retrospective conversion initiatives, including playing leadership role in developing grant proposals and serving as project manager for funded projects.
- May perform original cataloging of manuscripts, prints, and photographs, architectural drawings, books, periodicals as required.
- With other members of the Research and Access Department staff, provide reference services to users of collection materials, including dealing diplomatically and effectively with members of the public and staff.
- Respond to e-mail and written reference inquiries pertaining to Chicago history and related CHM collections.
- Participate in the development of policies, procedures, and strategies governing the public service and use of the research collection.
- Serve as the Research and Access Department's liaison to the Collections Department and the Information Technology Department in implementing and maintaining online and local systems/technologies for managing and disseminating catalog information.
QUALIFICATIONS:

- MLIS degree from ALA accredited program
- Three to five years’ experience in a research library, archives, or museum setting with experience cataloging special collections material such as manuscripts, prints, and/or photographs, architectural drawings, books and periodicals
- Experience working in teams and collaborative environments
- Advanced knowledge of current and emerging cataloging principles and standards, including MARC21, RDA, AACR2, etc.
- Knowledge of data content and structure standards including DACS, and EAD (or other XML-based standard)
- Experience applying and maintaining controlled vocabularies, including LCNA, LCSH, TGM, ULAN, AAT, etc., and local authorities
- Familiarity with cross-walking between various data standards, including experience with retrospective conversion
- Experience in database administration, including working knowledge of relevant systems for library and museum collections (e.g., Horizon or equivalent ILS)
- Ability to apply “More Product, Less Process” concept to cataloging activity to prioritize discoverability of research holdings
- General knowledge of American and Chicago History
- Strong problem solving abilities
- Superior written and verbal communication skills, and the ability to deal diplomatically and effectively with members of the public
- Ability to lift, carry, or otherwise move boxes or objects weighing up to 25 pounds
- Commitment to the mission, values, and programs of the Chicago History Museum

Please apply: https://home.eease.adp.com/recruit/?id=11652111

****IMPORTANT****
Please submit one single MSWord document that contains 3 parts: cover letter, resume with salary history and 3 work references. This website will not accept multiple separate documents so it is important to follow these instructions carefully.

SALARY HISTORY REQUIRED – RESUMES SUBMITTED WITHOUT ABOVE LISTED MATERIALS WILL NOT BE CONSIDERED - Background check required – EOE M/F/D/V – No phone calls please.