



North Carolina Museum of Art

STREET 2110 Blue Ridge Road, Raleigh, NC 27607-6494 MAIL 4630 Mail Service Center, Raleigh, NC 27699-4630
TEL 919.839.6262 FAX 919.733.8034 WEB ncartmuseum.org

**The Art Reference Library at the North Carolina Museum of Art
Is Seeking a Paid Library Intern for the Spring 2020 Semester**

Site description: The Art Reference Library is a 45,000-volume noncirculating library that provides reference service to the art museum staff (curators, educators, conservators) and the public at large. The library not only houses books and periodicals, but also holds an extensive auction catalogue collection and an artists' files collection of ephemera. We also provide online access to auction, bibliographic, and reference databases. (ncartmuseum.org/art/library/)

Dates of internship: January 6–May 29, 2020, with potential for renewal for the summer

Hours: Maximum 10 hours/week. Hours are flexible within a Monday–Friday, 9 am–5 pm work week, but the intern is expected to set and maintain a consistent schedule.

Compensation: \$16/hour

Application deadline: November 1, 2019, with interviews to follow

Summary: Under the supervision of the librarian and the library assistant, the library intern will learn about and participate in multiple aspects of caring for a 40,000+-volume collection that serves as a resource for Museum staff and the general public.

Essential duties and responsibilities: Tailored to meet both Library needs and the intern's skill set, projects may include cataloging, database creation, archival processing (primary and secondary sources), working with serials collections, or in-depth research.

Education and experience:

- Current enrollment in an accredited graduate information and library science program
- Experience with Microsoft Office (Word, Excel, Access, PowerPoint)

Knowledge, skills, and abilities:

- Knowledge of the principles and procedures of professional library work, including methods, practices, and techniques of library copy cataloging and classification
- Knowledge of effective searching techniques: search engines, specialized databases
- Strong analytical and organizational skills; detailed oriented
- Ability to work independently
- Degree in art, art history, museum studies, or related humanities discipline preferred
- An interest in pursuing the specific fields of art and/or visual resources librarianship preferred
- Foreign language reading skills preferred

Working conditions and physical effort:

- Work is performed in an office environment in the Art Reference Library.
- Must be able to remain in a stationary position; needs to occasionally move about the library, and position self to retrieve books from lower shelves
- Must be able to concentrate on detailed information over an extended period
- Ability to effectively use a computer



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Application procedure: Please submit via email, as a single .pdf, your résumé along with a single-page cover letter stating your specific interest in this internship. Please include contact information for at least one reference.

Send application materials to:

Natalia Lonchyna, Librarian

Email: natalia.lonchyna@ncdcr.gov

The North Carolina Museum of Art is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation, and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam-era veterans, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Human Resources or call (919) 664-6894.