

## **Gallery Attendant, part time, Norman B. Leventhal Map & Education Center at the Boston Public Library, Boston, MA**

### **Description:**

The Norman B. Leventhal Map & Education Center at the Boston Public Library is seeking applicants for the position of Gallery Attendant. As the first face seen by patrons, Gallery Attendants greet and welcome visitors to the Center, offer gallery tours, perform light reference work, provide information about map exhibitions and the Center's collection, and take on other projects.

The individual will work on special projects which will be determined by the Map Center's needs but assigned with an eye towards the individual's skill sets, areas of study, and interests. Potential projects may involve exhibition support, public programming, educational outreach, reference projects, georeferencing, social media and/or web content creation, light cataloging, administrative tasks such as mailings and filing, or other tasks as needed. Much of this work will be done at the gallery attendant desk during times gallery traffic is light; some of it may be in addition to the desk hours.

This is a part-time position. Compensation: \$11/hour. Shift hours will be assigned among the group of Gallery Attendants, with some flexibility to try to accommodate student class schedules.

### **Qualifications:**

An ideal candidate will possess excellent interpersonal, communication, writing, and customer service skills; they should be accurate and detail-oriented, and be familiar with the internet and social media.

Graduate or undergraduate students currently enrolled in a museum studies program are especially encouraged to apply, as well as those in programs for library, information science, history or education. Previous library or museum work experience is beneficial but not required. Coursework or experience with exhibition planning is preferred. Special interests in geography, history, maps, and mapping technologies are favorable.

### **About the Map Center:**

The Norman B. Leventhal Map & Education Center at the Boston Public Library develops programs which inspire curiosity and learning among people of all ages by using cartographic materials to illuminate history, geography, world cultures, science, and contemporary issues.

- We are an independent nonprofit organization in a long-term strategic partnership with the Boston Public Library to advance a shared mission of education and engagement, and to steward the Library's cartographic collection in concert with its policies.
- We make resources freely accessible and engaging to the public through our exhibitions, publications, lectures, workshops, classes, family programs, and website.
- We teach students of all levels, develop and disseminate K-12 lesson plans, and train teachers to use maps effectively and creatively in the classroom.

- We build, preserve, and digitize the cartographic collections of the Boston Public Library, Norman B. Leventhal, and the Map & Education Center, which date from the 15<sup>th</sup> century to the present.
- We supplement the collections with digital material of historical and educational importance from partner institutions and private collections.
- We promote the use of the collections for academic and public research.

**Applicants interested in the position should send a resume, cover letter, and three professional and/or academic references by September 12, 2018, by email to: [employment@leventhalmap.org](mailto:employment@leventhalmap.org). No phone inquiries please.**

**The Norman B. Leventhal Map & Education Center is an equal opportunity employer. There is no residency requirement. A CORI check will be required.**