



## THE METROPOLITAN MUSEUM OF ART Position Profile

<b>Position Title:</b>	Cataloging and Metadata Associate Librarian		
<b>Location:</b>	The Met Fifth Avenue		
<b>Department:</b>	Thomas J. Watson Library		
<b>Reports to:</b>	Associate Museum Librarian/Project Director		
<b>Salary Grade:</b>	P3	<b>Employee Classification:</b>	PT
<b>Effective Date:</b>	November 1, 2021	<b>End Date:</b>	12 months from hire

### About the Metropolitan Museum of Art

The Metropolitan Museum of Art collects, studies, conserves, and presents significant works of art across all times and cultures in order to connect people to creativity, knowledge, and ideas.

The Met presents over 5,000 years of art from around the world for everyone to experience and enjoy. The Museum lives in two iconic sites in New York City—The Met Fifth Avenue and The Met Cloisters. Since it was founded in 1870, The Met has always aspired to be more than a treasury of rare and beautiful objects. Every day, art comes alive in the Museum's galleries and through its exhibitions and events, revealing both new ideas and unexpected connections across time and across cultures.

### GENERAL STATEMENT OF RESPONSIBILITIES & DUTIES:

The Cataloging and Metadata Associate Librarian plays a crucial role in a National Endowment for the Humanities-funded initiative to assess, expand, facilitate discovery, and improve access to the library's print and digital holdings by and about Indigenous American, Latinx, Asian American/Pacific Islander, and African American artists. Reporting to the Associate Museum Librarian/Project Director, this position enables timely and efficient access to library materials and online resources by creating and enhancing catalog records in OCLC Connexion and the local library system in alignment with national and international standards, and best practices for inclusive cataloging. This position will actively support wider representation and recognition of artists from these groups through creating and enhancing records in the Library of Congress/NACO Name Authority File.

### PRIMARY RESPONSIBILITIES & DUTIES:

The Metropolitan Museum of Art provides equal opportunity to all employees and applicants for employment without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, mental or physical disability, pregnancy, alienage or citizenship status, marital status or domestic partner status, genetic information, genetic predisposition or carrier status, gender identity, HIV status, military status and any other category protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination, and all other terms and conditions of employment.



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### Position Profile

- Creates high quality descriptive and technical metadata in MARC and non-MARC formats for physical and digital collections
- Performs original and complex copy cataloging for print and electronic materials following RDA standards
- Creates and enhances LC/NACO records, and participates in linked data initiatives involving NACO and other name authority records
- Other duties as assigned

#### REQUIREMENTS & QUALIFICATIONS:

Fully vaccinated with an FDA or WHO authorized vaccine (or approved for an exemption as a reasonable accommodation due to a disability, sincerely held religious belief, or pregnancy, or because you are a victim of domestic violence, stalking, or sex offenses).

#### Experience and Skills:

- At least two years of experience in original and complex copy cataloging, with demonstrated fluency in cataloging print, digital, and online resources
- Experience with OCLC Connexion and an integrated library system
- Experience creating and updating NACO records and coordinating linked data initiatives that involve NACO records
- Experience with Sierra, MarcEdit, OpenRefine, and PowerBI preferred
- Experience with large cataloging projects preferred
- Demonstrated analytical and problem-solving skills with a commitment to data-informed decision-making processes
- Strong service orientation and awareness of end user needs as related to cataloging policies and procedures
- Ability to work effectively both collaboratively and independently in a team based and service-driven environment
- Proven ability to apply creative and critical thinking skills to analyze problems and procedures.
- Excellent written and oral communication skills
- Commitment to fostering a collegial work environment and to supporting diversity, equity, inclusion, and accessibility in the workplace

#### Knowledge and Education:

- Master's degree in library/information science (or equivalent) from an ALA-accredited institution.
- Undergraduate or graduate degree (or equivalent) in the history of art or area studies preferred
- Demonstrated knowledge of cataloging standards and practices including RDA, AACR2, MARC21, LCSH, and LC classification

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- Knowledge of other non-MARC metadata standards (MODS, METS, EAD, CDWA, etc.) preferred

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