**National Gallery of Art Library**

**Student employment opportunities**

The reader services department of the library at the National Gallery of Art welcomes applicants for two part-time student assistant positions. The positions serve primarily at the circulation desk and in special collections. Students will have the opportunity to learn about librarianship – on-the-job, in the East Building and remotely – through a variety of tasks:

\* retrieving, shelving, and shifting art books and journals

\* carrying out inventories

\* processing, cataloging, and digitizing ephemeral material

\* assisting Gallery curators, scholars in the Center for Advanced Study in the Visual Arts, and members of the public with their research and use of the library

The purpose of each position is three-fold:

\* to support the art-information and scholarly aspects of National Gallery of Art’s core mission

\* to introduce students to the world of libraries in cultural heritage organizations

\* to provide opportunities for interest-driven exploration of the museum and library fields

Applicants should be enrolled at least half-time as students, and able to work both onsite and from a remote computer for a total of twenty hours a week during the school term; full-time hours are available during semester breaks and summer recess. Pay is at the GS-4 level (about $16.88 per hour). Employees earn vacation and sick leave. Members of underrepresented groups, people living with a disability, and anyone interested in art museum and library professions are particularly encouraged to apply – or to contact us with questions. Direct enquiries now or about employment in the future to the supervising librarians: Anna Tomlinson (Special Collections),  Rod McElveen (Circulation), or John Hagood. (Head of Reader Services).