



Keepers of the Story ~ Stewards of the TrailSM
We preserve, promote and teach the diverse heritage of Lewis and Clark for the benefit of all people

Lewis and Clark Trail Heritage Foundation (LCTHF)

Librarian and Archivist Job Description

The LCTHF is currently looking for an addition to our team! The Librarian and Archivist position is vital to the education and historic preservation mission of the LCTHF. The William P. Sherman Library and Archives is a small research library focused primarily on the Lewis and Clark Expedition, the people of the expedition, the area they explored, and the Native American peoples encountered during the expedition. The collection includes books, rare books, articles, maps, ephemera, newspapers, and physical objects. The collection also includes the Lewis and Clark Trail Heritage Foundation archival record and other small archival collections related to the Lewis and Clark Trail Heritage Foundation and the Bicentennial of the Lewis and Clark Expedition. The Library Archivist for the Lewis and Clark Trail Heritage Foundation is a part time position. 20hrs/week \$15/hour

Responsibilities include but are not limited to:

- Practical knowledge of basic library and archival procedures including the evaluation, arrangement, and description of library materials
- Must be able to update and maintain automated systems including but not limited to Past Perfect 5 Museum software
- Create and maintain accession files for all donations of materials
- Catalog library materials using Library of Congress call numbers
- Create finding aids for archives collections based on standard operating procedure
- Complete any requests for interlibrary loan materials
- Responsible for the care and maintenance of the collections
- Host monthly Library and Archives Committee meetings
- Work with the Executive Director to develop outreach programs
- Provide library materials for social media
- Maintain interaction with the membership through the library's Goodreads account
- Fundraise and complete grant applications for projects and general operations

Qualifications we are looking for:

- Previous relevant work experience with Past Perfect 5
- Library experience of 2 or more years



- Ability to do quality research through historical documents and/or documentation including oral histories, government/scientific reports, maps, etc.
 - Topics can include but are not limited to genealogy, specific historical accounts, etc.
- Ability to work with people of all ages, backgrounds, ethnicities, cultures, etc.
- Ability to work with scholars, scientists, cultural resource personnel
- Ability to access obscure research platforms

Requirements for this position:

- 20 hours per week
- Must have a working understanding of Microsoft Office and Adobe products
- Associates or Bachelor Degrees in library, history, education, cultural resources, interpretation, etc. preferred
- Must be able to work in an office setting and complete basic office tasks such as filing, emailing, etc.
- Attend Annual Meetings to run the Silent Auction which benefits the Library and Archives
- Proven writing and editing skills

Application Packet:

1. Resume
2. Letter of Interest
3. 3 Professional References – Name, Business, Years/Capacity Known, Contact Information

Please send **complete** application packets to Sarah Cawley, Executive Director of LCTHF, at director@lewisandclark.org. Call Sarah at 406-204-7504 with any questions.

The Lewis and Clark Trail Heritage Foundation is an equal opportunity employer. We do not discriminate on the basis of race, color, creed, religion, gender, gender identity, pregnancy, marital status, partnership status, domestic violence victim status, sexual orientation, age, national origin, alienage or citizenship status, veteran or military status, disability, medical condition, genetic information, caregiver status, unemployment status or any other characteristic prohibited by federal, state and/or local laws.

This policy applies to all aspects of employment, including hiring, promotion, demotion, compensation, training, working conditions, transfer, job assignments, benefits, layoff, and termination.