

Adirondack Research Room Curator & Archivist

The **Saranac Lake Free Library** seeks an enthusiastic and detail-oriented museum or archival professional to serve as **Curator & Archivist of the Adirondack Research Room**, the Library's local history and special collections repository.

The Adirondack Research Room preserves and provides access to a rich collection of materials documenting the history, culture, and people of the Adirondack region. This position offers an exciting opportunity to steward a unique regional history collection while leading efforts to expand access and community engagement.

Position Summary

The Curator & Archivist manages the Adirondack Research Room collections, assists researchers and the public, and leads ongoing efforts to improve organization, documentation, and access to archival materials. The position also supervises volunteers and helps develop programs or exhibits that highlight the collection.

This role will play a key part in documenting existing practices, developing sustainable workflows, and establishing a long-term strategy for preservation and access, including collaboration with regional partners.

Key Responsibilities

Collection Stewardship & Access

- Manage and maintain the Adirondack Research Room archival and special collections
- Process and describe archival materials and maintain collection finding aids
- Assist researchers, genealogists, students, and the public with research inquiries
- Coordinate acquisitions and donations under the supervision of the Library Director

Systems, Documentation & Preservation Planning

- Document existing collection organization, workflows, and procedures
- Develop and implement standardized policies for accessioning, processing, and access
- Work with the Library Director and external partners to develop a strategic preservation and collections management plan
- Identify priorities for preservation, processing, and digitization
- Establish sustainable systems to support long-term stewardship of the collection

Digital Access & Collaboration

- Lead efforts to improve digital access to the collection
- Support the development of digitization workflows and online discovery tools
- Collaborate with local and regional organizations to improve access to Adirondack historical resources

Outreach & Engagement

- Supervise and train volunteers assisting with archival projects
- Develop exhibits, programs, or presentations related to the collection

Qualifications

Required

- MLIS/MLS with archives or special collections focus
OR
- Master's degree in Museum Studies, Public History, Archives, or related field
- Strong organizational, analytical, and research skills
- Ability to work independently and manage long-term projects
- Excellent communication and public service skills

Preferred

- Experience working with archival or museum collections
- Familiarity with digitization, metadata, or collections management systems
- Interest in Adirondack or regional history

Equivalent combinations of education and relevant experience will be considered.

Compensation

Salary range **\$50,000 to \$60,000**, depending on experience.

Benefits include:

- **32.5 hour full-time workweek**
- **130 hours paid time off annually, increasing to 195 after five years of employment**
- **75% employer-paid health insurance premiums**
- **SIMPLE IRA retirement plan with 3% employer match**

To Apply

Please submit a cover letter and resume to:

Jake Widrick
Director, Saranac Lake Free Library
jake@slfl.org

Applications will be accepted on a rolling basis until the vacancy is filled.