The Baltimore Museum of Art seeks a highly motivated Librarian who will run all aspects of library operations and will perform cataloging, reference, technical services, and archives management, as well as other duties necessary to fulfill the goals of the BMA library. This full-time, exempt position is responsible for the administration, operation, and maintenance of the library, archives, and records management. As such, this position requires significant collaboration and communication with other divisions, departments, and general public.

The Librarian will report to the Eddie C. and C. Sylvia Brown Chief Curator and will work closely with the curatorial staff and colleagues across the institution.

**RESPONSIBILITIES**

Responsibilities include, but are not limited to:

- Provide leadership, innovation, and long-term planning for facilities, archival and library practices, technology, security, preservation, and maintenance.
- Develop and maintain daily operations of the BMA library department including policies and procedures, archives and records, research services, and other day-to-day activities.
- Oversee and provide crucial leadership for interns and volunteers, set performance standards and implement development opportunities.
- Maintain the Museum’s library and archives and ensure they are catalogued and processed using current industry standards and maintained in the appropriate environment with maximum amount of accessibility.
- Monitor Museum-wide record retention policy and archiving schedules.
- Collaborate with curatorial colleagues as well as those from other departments and assist with all activities associated with the library and archives, including upcoming renovation for the third floor.
- Oversee and manage library’s annual operating budget and subscription services.
- Support the BMA’s mission through maintenance and development of collections.
- As the Museum’s director implements new initiatives and programming, other responsibilities may be added to the position to support the vision for the Museum.

**QUALIFICATIONS**

- 7+ years’ experience as a Museum Librarian, Museum Archivist, or similar professional experience
- MLIS with coursework in Art History or related
- Proven ability to anticipate needs and challenges and manage multiple priorities
- Ability to work independently and in a collaborative environment
• Exceptional project management skills with the ability to maintain a high level of attention to detail
• Knowledge of Microsoft Office Suite
• Knowledge of Museum procedures and organization
• Excellent written and oral communication skills
• Exceptional time management, organizational, problem-solving and analytical skills
• A passion for the arts

**BENEFITS**
The BMA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan, long term disability, flexible spending account, flexible and condensed scheduling, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

**APPLY**
Please send a cover letter with salary requirements and CV/resume to HR@artbma.org with “Librarian” your first and last name in the subject line.

Incomplete application materials will not be considered.

No phone calls please.

Position will be posted until filled.