

## Blumenthal Family Library – Bindery/ILL Assistant

No. of Jobs Available:	2
Supervisor:	Richard Vallone, Library Director Laura Smolowitz, Technical Services Associate
Contact:	<a href="mailto:richard.vallone@necmusic.edu">richard.vallone@necmusic.edu</a> <a href="mailto:laura.smolowitz@necmusic.edu">laura.smolowitz@necmusic.edu</a>

### Job Summary & Duties:

Assists with the preparation of new materials, repairs of existing collection, and assists with processing incoming and outgoing Interlibrary Loan (ILL) requests. Includes sewing, labeling, gluing, property-stamping, taping boxes, and other duties as assigned.

Training provided. No evening or weekend hours available (generally 9am-5pm only).

The position is compensated at \$15 per hour.

The desired start date is 9/15/2023

### Job Duties / Qualifications:

Careful attention to detail and ability to focus on repetitive tasks required. Previous library experience highly desired. Applicants must be willing to work regular, consistent shifts each week. Must have a strong sense of responsibility and be able to work well independently. Knowledge of German, French, and/or Italian helpful.

**How to Apply:** Contact Laura Smolowitz: [laura.smolowitz@necmusic.edu](mailto:laura.smolowitz@necmusic.edu)