



The Georgia Historical Society is currently seeking qualified applicants for the position of PROJECT CATALOGER

**Role Overview:**

The Project Cataloger is responsible for the online creation of original and adaptive cataloging records at the Georgia Historical Society to ensure users can locate books, serials, and other documents. The successful candidate will be an experienced, motivated, and productive professional able to meet the demands and productivity goals of a fast-paced environment. This is a contract position based in Savannah, Georgia for approximately four months.

**What you'll get to do here:**

- Perform original cataloging to include the creation of bibliographic records
- Perform copy cataloging to edit a pre-existing bibliographic record
- Organize backlog of materials to prepare for Grand Re-opening
- Shelf read assigned section to ensure items are shelved correctly
- Perform database maintenance
- Assist Georgia Historical Society program staff with research needs

**You'll be a fit if you bring:**

- 3-5 years of original and copy cataloging experience
- An advanced degree in library science
- Skilled in Library of Congress Subject Headings, Machine Readable Cataloging Records (MARC) Dewey Decimal Classification System, and Online Computer Library Center (OCLC)
- A highly focused and organized approach
- Clear written and verbal communication skills
- Strong interpersonal capabilities
- Positive, collaborative attitude and team player

**You'll be a great fit if you also bring:**

- Experience working with special collections
- Excellent knowledge of computerized cataloging
- Excellent knowledge of standard bibliographic sources, bibliographic form, and verification tools
- A proactive approach, commitment to problem solving, and strong work ethic
- Willingness to meet cataloging goals and benchmarks with a "can do" attitude

**What is Georgia Historical Society**

The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to [www.georgiahistory.com](http://www.georgiahistory.com).

*Join Us!*

Send cover letter and resume to:

Cataloger

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Email: [jobs@georgiahistory.com](mailto:jobs@georgiahistory.com)

*No phone calls please*