



The
Frederick
Gunn
School

ASSISTANT LIBRARIAN ARCHIVIST

gogunn.org | Washington, CT

The Frederick Gunn School, founded in 1850, is a co-ed boarding and day school for students in grades 9-12, as well as a post-graduate year. Mr. Gunn had a deep appreciation for the natural world, believing that in nature students understand themselves as humans and their place in the world. He took a principled stand against slavery and spurred students (and the town at large) to examine their beliefs. In addition to the habits and skills students will need in college and life beyond, we teach them to follow Mr. Gunn's example: to cultivate wisdom, to be trailblazers, to act with conviction, and to value character as highly as intellect and achievement.

Summary

The Frederick Gunn School is seeking candidates for a full-time Assistant Librarian Archivist. Applicants must enjoy working with high school students of all ages, must understand and embrace the values of a boarding school community, and must bring passion and energy to the role. Duties will include working Monday through Friday, as well as the possibility of working some Saturday mornings and weekday evenings during study hall during the school year, hours not to exceed 40 hrs/wk. The position reports to the Library Director.

Library Responsibilities

- Serve, assist and instruct students, faculty, and staff.
- Support students and faculty with educational technology and digital content creation.
- Teach digital/information literacy classes as requested by faculty.
- Create web content and guides for information services and archives.
- Assist library director in the planning and evaluation of library services and programs.
- Curate print and digital resources (fiction and nonfiction), in coordination with the library director, to meet current research needs, enhance student learning, and promote lifelong reading habits.
- Collaborate and support faculty with curricular needs.
- Create library and archives exhibits and bulletin board content.

Archives Responsibilities

- Develop strategies, policies, and documentation for managing both physical and born-digital materials.
- Organize new and existing collections utilizing recognized archives standards and best practices.

- Organize holdings into the [Collective Access](#) standards-based archives management system.
- Teach and/or support the Gunn Scholar program of primary source archives-based student research.
- Manage all aspects of the annual Rooted Research Conference, a primary research, place-based gathering for students to present their research.
- Collaborate and support faculty with curricular needs.
- Provide archives instruction and access for students, faculty, and the broader FGS community.
- Support FGS Administration, Alumni & Development, Marketing & Communications, and other interested parties by answering reference questions, supplying documents, photographs and objects from the archives and special collections.
- Prioritize and begin digitization of archives collections.

Desired Qualifications

- MLIS or MLS degree from an ALA-accredited program strongly preferred with an archives concentration, courses, fieldwork, or internship.
- Knowledge of systems and strategies for organizing, documenting, and preserving archives and special collections.
- Strong technical and digital skills, including familiarity with integrated library systems and LibGuides.
- School library education, training, background, and/or experience.
- Excellent presentation and instruction skills and experience teaching information literacy and research competencies.
- Close attention to detail and ability to work in a noisy, user-centered environment.
- Positive attitude towards adolescents.

Compensation

The Frederick Gunn School offers a compensation package that includes a salary commensurate with experience, medical and dental insurance benefits, and retirement plan contributions. Offer of employment will be contingent upon a successful background check.

To Apply

Please submit the following materials in PDF format [consolidated to a single file](#) to:

Wendy Rhodes, Executive Assistant to the Head of School | Interim Director of HR

rhodesw@frederickgunn.org

- Resume
- Cover letter
- Transcript(s)
- Two to four letters of recommendation