**LONG-TERM INTERNSHIP 2019-2021**

**Library Database Management Associate**

The Oak Spring Garden Foundation (OSGF) is a 501(c)3 private operating foundation based in Upperville, Virginia with a mission to perpetuate and share Rachel Lambert Mellon’s home, garden, estate and Library to serve the public interest. The Foundation is dedicated to inspiring and facilitating scholarship and public dialogue on the history and future of plants, including the culture of gardens and landscapes and the importance of plants for human well-being. For additional information, please visit [www.osgf.org](http://www.osgf.org).

# The Oak Spring Garden Foundation (OSGF) is accepting applications for the Library Database Management Associate to work on OSGF library systems and collections management. The position will have the following structure:

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| Schedule: | Eighteen months, full-time beginning in September/October 2019. And ending February/March 2021. |
| Location: | Upperville, VA (housing provided, if needed); The Oak Spring estate is located in rural northern Virginia, 15 minutes from the nearest town. Having access to a car is desirable, but not essential. |
| Payment: | $16.00/hour (taxable) (40 hour week including lunch breaks) and employee will be provided with a private bedroom and self-catering accommodation on the Oak Spring Estate (if needed; local applicants who do not require housing are encouraged). |
| Closing Date: | Review of applications will continue on a rolling basis until the position is filled. |

# Summary of Position:

OSGF is engaged in a major initiative to research and share our Library collections. The selected Library Database Management Associate, working with the Head Librarian and Program Officer, will be based in the Oak Spring Garden Library and will continue to modernize the library’s database and online catalog, a project initiated by previous library interns.

The Oak Spring Garden Library, once the private library of Rachel Lambert Mellon, houses thousands of rare books, art objects, manuscripts, and other significant materials relating to horticulture, botany, and natural history. In accordance with the Oak Spring Garden Foundation’s mission, we intend to transform the library into a more effective research resource for scholars, artists, and other researchers. The intern will transfer existing data into Presto, an online cataloging and web publishing software, and regularly assess the usability and standardization of the data associated with the Oak Spring collection.

# Responsibilities:

* Catalog library materials according to systems like Dublin Core, MARC (Machine-Readable Cataloging), or other standards.
* Migrate existing records into Presto, the library’s new online catalog and database, editing where necessary
* Manage records and permissions for a diverse set of objects, including digital-only collections.
* Execute administrative duties in Presto (account creation, permissions management, record structures, site design, batch imports, etc.) as needed.
* Communicate with our partner organizations, such as the Online Computer Library Center (OCLC), the Botanical Heritage Library, and the Google Culture Institute, to ensure Oak Spring’s records are suitable for public access.
* Support other Library-related activities as assigned, including effective communication with a wide variety of employees.

**Qualifications:**

* Current student (or recent graduate) pursuing a bachelor’s or master’s degree in library science, museum studies, computer science, information systems, or a related field.
* Strong interest in cataloging and organizing library records. Some experience in this field preferred, but not required. Knowledge of content standards a significant advantage.
* Excellent attention to detail and ability to handle special collections with care.
* Interest in, and/or knowledge of, plants, gardens, and landscapes.
* Strong project management skills with the ability to work and facilitate across teams.
* Proficient in computing, including Microsoft Office and G Suite. Ability to manage and edit large Excel files a must.
* Basic coding knowledge or other data management experience a significant advantage (e.g. XML, SQL, etc.)
* Ability to multitask, strong problem-solving skills, and excellent motivation.

**Working Conditions:**

Position is indoor desk work in a library setting. The Library is set in rural landscape. Must be comfortable walking among buildings on the site - and going up and down stairs.

**To Apply:**

To be considered for this position, please send a cover letter, resume and any additional material that relates to the proposal (not to exceed three pages in length) to the Oak Spring Garden foundation at **HR@osgf.org****.** Please include“2019/2020 Library Data Associate” and your name in the subject line. Review of applications will begin August 15th 2019 on a rolling basis and will continue until the position is filled.

Position will be supervised by the OSGF Head Librarian, with oversight from the OSGF President.

The Oak Spring Garden Foundation is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need without regard to race, color, religion, sex, sexual orientation, national origin, or any other non-merit factor.