



LIBRARY/COLLECTION DATABASE MANAGEMENT INTERN

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.

The Oak Spring Garden Foundation (OSGF) is accepting applications for the Library/Collection Database Management Intern position that advance the mission of the Foundation. The position(s) will have the following structure:

Schedule:	Up to six-months, full-time beginning in October/early November 2018.
Location:	Upperville, VA. 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:	\$11.50/hour (taxable) and employee will be provided with a private bedroom and self-catering accommodation on the Oak Spring Estate (if needed).
Closing Date:	Applications accepted on a rolling basis. Position(s) are open until filled.

Summary of Position:

The Library Database Management Intern will be responsible for rationalizing, updating, editing, and standardizing Oak Spring Garden Foundation collection records relating to its extensive library and other collections items that are focused primarily on plants, gardens and landscapes. The database includes nearly 18,000 entries, separated by 17 database categories with varying fields and sometimes inconsistent data entry. This position will provide administrative support to the Library and liaison between the Library, Administration and external consultants. This position will also include researching selected aspects of the collection to improve external reporting and searchability. This position will also be responsible for recommending and implementing improvements and best practices for our collections databases. This position will interact with collections management and Library professionals at institutions with comparable collections.

Responsibilities:

- Become familiar with the Oak Spring Garden Foundation collection as well as the current database structures and fields and approaches being used.
- Using best practices in collections management, develop standard operating procedures to be implemented and used to standardize the Collections databases.
- Update current databases using newly developed standards to improve reporting functionality and searchability of the Collections database.
- Work alongside Library Team and consultants to enhance the databases.
- Work with report users to create custom reports used to track various metrics.
- Work with IT consultants to improve database searchability and ability to interact with various web-based platforms.
- Research, understand, and offer best practices for collection management systems, offering recommendations for optimizing the long-term use of the database and how to share the Library collection with the public.
- Interact with other Library professionals and collections managers at comparable institutions to enhance knowledge and improve current processes.
- Research selected collection items to gather additional information to improve existing infrastructure and complete missing fields.
- Work with report users to create custom reports used to track various metrics.
- Track improvement metrics to be reported out to the Board.
- Other special projects and duties as assigned.

Qualifications:

- Recent graduate from a bachelor's or master's degree in a field relevant to the proposed responsibilities.
- Strong interest in library collections, management of diverse collections, recordkeeping, and database management with some experience in these areas.
- A highly-motivated self-starter with a strong commitment to taking initiative and moving projects forward quickly, and in substantial and meaningful ways.
- Highly proficient in computing, including database management software and Microsoft Office.
- Detail-oriented with excellent organization, written communication, research, and time-management skills.
- Ability to do the repetitive tasks essential to improving the current collections databases.
- Experience and interest in best practices for cataloging, sharing, and engaging the public in diverse collections through social media platforms and digital tools for sharing digital exhibits, e-books, and images.
- Ability to concentrate intensively on detail-oriented tasks and creating highly accurate

outputs.

- Dependable and collaborative team player with strong interpersonal skills and ability to work and facilitate across teams.
- Ability to be a self-starter and work independently and also as a part of a team.

Working Conditions:

Position is indoor desk work. The candidate must be comfortable in a library setting located in a rural area.

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 programs@osgf.org with the position title and your name in the subject line.