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National Society Sons of the American Revolution

Library Director Position

Status: Full time

Hours: 8:00 am – 5:00 pm Monday – Friday & Third Saturday monthly Occasional evening / weekend hours to conduct special events

Location: National Headquarters – onsite position

809 W. Main Street

Louisville, KY 40202

The Sons of the American Revolution was established in 1889 and chartered by an Act of Congress in 1906 as a male lineage society with a national and international membership. Headquartered on Museum Row the SAR offers its members and the public a collection of genealogical and historical materials for their lineage research. The Genealogy Research Library along with the SAR Gallery host special events and educational programs that focus on the core elements of the SAR mission: patriotism, historical, educational. <http://sar.org>

The Library Director plays an essential role at the SAR. The Director is the public face of the SAR’s premier genealogical collection providing outstanding customer service. The successful candidate will have a passion for genealogy, Revolutionary War history, lineage societies, and an ability to share this collection with SAR members and the public.

**Education & Experience**

* Master of Library Science from an ALA accredited school
* Minimum five years experience working in genealogical or research libraries
* Knowledge of professional library principles, best practices, and current trends
* Participation with professional or volunteer organizations in related fields
* Experience in staff supervision & development
* Demonstrated project management and organization skills with an established record for productivity and attention to deadlines
* Experience with technology and virtual platforms
* Experience with event planning, public speaking, and virtual events
* Must be able to meet the variable schedule requirements of the library

**Responsibilities**

* Develop and implement onsite and virtual programs, lectures, and activities that highlight the library and its resources to SAR members, lineage societies, and a community rich with diverse audiences
* Excels at sharing genealogy resources and research methods with members and the public.
* Supervise, train, and direct library staff and volunteers
* Responsible for special events such as Genealogy Night
* Work closely with SAR Outreach Education
* Complete SAR Youth Protection Training
* Answer library reference questions
* Purchase library materials and supplies
* Provide support to SAR Committees and their projects in preparation of annual meetings
* Attend SAR Fall & Spring Leadership Meetings
* Classify, catalog, and process print and non-print acquisitions
* Provide administrative and professional assistance to the Librarian General and Library Committee
* Provide public relations and marketing for the library and its programs
* Contribute content to the library website and SAR Magazine
* Perform collection development
* Make users aware of current collections available digitally, support digitization lab, and assist in the development of new methods for delivering access to library materials to offsite users.
* Host and provide tours to genealogical and historical groups visiting the library
* Accessible to community organizations as a resource and speaker
* Represent the Library by providing library updates at departmental meetings
* Create content for instructional videos

**Peripheral Duties**

* Performs variety of miscellaneous duties in support of SAR membership that include programming arrangements, and facilities set-ups for special events.
* Conduct tours for members, guests, and prospective donors as requested

**Skills**

* Self-directed and collaborates well with other staff to build repour with the genealogy community
* Enthusiasm for genealogy, colonial history, the American Revolution, and lineage societies
* Exceptional multi-tasker who is detail minded, creative, and results oriented
* Ability to lift objects up to 40 lbs.
* Valid driver’s license with a safe driving record
* Excellent written and verbal communication skills and is comfortable with public speaking assignments
* Intermediate computer skills including Microsoft Office Suite, cataloging software with an interest in creative technological solutions

**Benefits and Compensation**

Benefits include health and dental insurance, vacation, Simple IRA, generous holiday package and paid parking. Salary range is based on education and genealogy library experience.

To apply, please send resumes and cover letter to dshaw@sar.org