



MUSEUM AND LIBRARY SPECIALIST

The American Society of Anesthesiologists (ASA) serves more than 53,000 members in the U.S. and around the world. With more than 175 talented employees, our organization places tremendous value on the contributions, expertise and knowledge that each one brings to our table. Our Schaumburg, Illinois headquarters is home to member support, education, marketing and operational functions, while colleagues in Washington D.C. advocate on behalf of patients, physician anesthesiologists and the specialty. Thanks to our positive, supportive work environment, ASA has been named one of Chicago's Best & Brightest Companies to Work For® over the last three years. In 2018 and 2017, ASA was also named one of the Best and Brightest Companies to Work For in the Nation®. As we continually seek to strengthen the organization, we welcome individuals who are competent, innovative, motivated and agile. If this sounds like you, please consider reaching out!

The WLM is a library, museum and archives that collects and displays materials and supports research related to anesthesiology and anesthesia. It ranks among the world's premier collections devoted to anesthesia history and also serves as a medical library serving primarily historical research. Its Mission is: "To Advance Anesthesiology by Preserving and Sharing its Heritage and Knowledge." The WLM traces its origins to 1933. It has been incorporated in Illinois since 1987 and is a 501(c)(3) approved organization. Located in Schaumburg, IL, the WLM is closely related to the American Society of Anesthesiologists (ASA) with its offices located within the ASA Headquarters building.

Position Summary:

The Museum and Library Specialist of the Wood Library-Museum of Anesthesiology (WLM) is a key member of the team. This position is responsible for supporting the Director in the execution of the strategic plan required for the WLM to accomplish its mission and position for the future.

Primary Position Responsibilities:

- Supports the Director in the implementation and execution of the WLM strategic plan and successful operational outcomes.
- Supports the Director in execution of goals, projects, programs and policies set by the WLM Board of Trustees.
- Processes/organizes digitized AV collection and other AV duties.
- Evaluates and recommends staff resources and support required to meet goals and implement/administer the programs.
- Uses OCLC system to verify and obtain information needed to maintain accuracy of technical service records. Downloads information into the library's online system and adds WLM holdings to OCLC.
- Maintains off-site annex collection. Ensures inventory of all WLM collections is maintained.
- Manages the acquisition of books, materials and artifacts related to anesthesia, and dissemination of materials. Plans and coordinates all publishing projects of the WLM. Manages ongoing digitization projects and updates to WLM website. Ensures exhibits are maintained and updated as needed. Monitor all WLM leased space including the WLM offices, the K. Garth Huston, Sr. Rare Book Room collection, exhibits within the ASA Headquarters (ASAHQ) and leased space (The Annex) holding portion of the WLM collections away from the ASAHQ.
- Performs research requests from WLM and ASA Members and directs these members to relevant WLM Library, Archives, Museum and Rare Book Resources.
- Collaborates with ASA staff and departments.

Position Qualifications:

- Bachelor's Degree required. Master's Degree in Museum Studies, Master's Degree in Library and Information Science from an A.L.A. accredited school of Library Science, Master's Degree

in Archival Sciences or Master of Arts Degree in history with a strong component of archives and/or museology courses strongly preferred.

- Minimum 3 years of experience in the field of library science, archives or museum science preferred. Experience with non-profit organizations preferred.
- Medical association, medical sciences or other heritage and culture-oriented librarianship experience a plus.
- Expertise in the standards of archives, libraries, and museum professions.
- Knowledge of current laws, methodologies, and technologies appropriate to archives, libraries, and museums.
- Experience working with organizational volunteers and a Board of Trustees.
- Ability to think innovatively and apply thoughts fundamental concepts.
- Ability to recommend professional best practices for non-profits and associations.

Please follow the link to apply: <https://recruiting2.ultipro.com/AME1090ASAN/JobBoard/79dc62ee-25a8-40d7-92fe-8327b8e4afb5/Opportunity/OpportunityDetail?opportunityId=9c9244d4-317d-47d3-a71a-6e153980a969>