The Terra Foundation for American Art, a non-profit, grant-making institution with an important collection of historical art of the United States, seeks to foster the study and enjoyment of American art in Chicago and around the world. The foundation’s collection comprises approximately 750 paintings, pastels, drawings and prints made between 1750 and 1980 and includes works by artists such as John Singleton Copley, Thomas Cole, Winslow Homer, James McNeill Whistler, Mary Cassatt, Georgia O’Keeffe, Jacob Lawrence, Thomas Hart Benton, Edward Hopper, Beauford Delaney, and Ed Paschke.

The foundation is currently seeking a part-time librarian to maintain its library, which includes print and electronic resources to support the research needs of the TFAA staff. Under the supervision of the curator, the librarian will be engaged primarily in the following tasks, with other duties as assigned:

- Coordinating with TFAA staff on the acquisition of new books for the Library
- Cataloging all incoming titles using the Library’s online database
- Maintaining all periodical and database subscriptions
- Consulting with Curator in evaluation of incoming titles (gifts, etc), preparation of annual library budget, and determination of means for disposal of unwanted titles
- Orienting staff to library use and assisting with staff requests for resources

This paid position comprises 225 hours per calendar year (4-5 hours per week), but does not include benefits.

Please submit a cover letter explaining your interest in the position and a current CV to hrdept@terraamericanart.org by September 25, 2020. No phone calls please.

The Terra Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.