JOB POSTING

TITLE: Program Assistant
DEPARTMENT: Chicago Studies & Scholarly and Undergraduate Programs

SUMMARY: The Newberry seeks a program assistant to help plan and administer multiple programs (listed below) in its Center for Chicago Studies and Scholarly and Undergraduate Programs. Working in the Newberry Institute for Research and Academic Programs, the Program Assistant will help to organize and facilitate the application processes; update websites (including WordPress sites) for multiple programs; organize readings lists and bibliographies; coordinate travel, accommodations, and reimbursements for visiting scholars; respond to queries and emails about the programs; assist with scheduling and communicating with seminar speakers; help acquaint students, fellows, and instructors with the Newberry; and be present during the run of the programs in fall, spring, and summer of 2021–22. Depending on experience and interest, the incumbent may also contribute to the conceptual and structural design of individual programs. This position is ideal for an individual seeking experience in a public humanities or archival institution or a person with an interest in twentieth-century literary studies, art history, United States history, and/or performance studies.

Programs include:
- A spring 2022 seminar for doctoral students, “The Archive: Theory, Form, Practice.”
- A two-day symposium May 5-6, 2022 that will bring together faculty, students, archivists, humanities scholars, and directors of graduate study at major universities to make public a discussion of lessons from “The Archive” seminars, including how to better integrate archival practice into humanities doctoral programs.
- The Scholarly Seminars Program, a series of academic works-in-progress seminars which meet both online and at the Newberry throughout the academic year.
- The Undergraduate Seminars Program, which include the Newberry Library Undergraduate Seminar in spring 2022, and a one-month winter undergraduate research seminar in February 2022.
- One-week summer 2022 workshop, “Chicago Designs: New Approaches to Teaching Politics, Commerce, and Culture”

RESPONSIBILITIES: Under the supervision the Director of Chicago Studies and the Assistant Director of Scholarly and Undergraduate Programs, the Program Assistant will:
- Communicate with program applicants; organize paperwork for accepted applicants; construct participant rosters;
- Assist with the managing of seminars, including: communicating with speakers; organizing digital and classroom space for seminars;
- Assist with events calendar and manage deadlines;
- Assist with the marketing of seminars, including sending email blasts and providing information to be used in designing program flyers;
- Build and update websites for multiple programs;

Please visit our website at www.newberry.org.

THE NEWBERRY LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER
• Be present for hospitality during the seminars, symposium, and institute; welcoming participants, 
  room set-up, refreshments ordering and set-up;
• Help facilitate collection displays of archival materials from the Newberry, including working 
  with archivists and librarians;
• Assist with processing invoices and check requests;
• Respond to the needs of each program as they emerge;
• Perform other tasks or activities as needed for the achievement of departmental and library goals.

QUALIFICATIONS:
• Bachelor’s degree required, preferably in a humanities subject;
• Effective oral and written communication skills, ability to work independently and in group 
  settings;
• Familiarity with computer applications;
• Strong organization and project management skills.

SCHEDULE: This is a full-time, nonexempt position, working 35 hours per week, with normal hours 
generally from 9:00 AM - 5:00 PM, Monday through Friday. The incumbent may occasionally work 
overtime and on Saturdays, as needed, based on program schedules. This temporary position will end in 
August 2022.

BENEFITS: The Newberry offers a comprehensive benefits package including a variety of health, dental, 
and vision insurances; generous paid time off (vacation time, sick leave, personal days, and paid holidays); a 
403(B) retirement plan with an employer match; employer-provided basic life and long-term disability 
insurance; and much more.

TO APPLY: Interested candidates should email a cover letter and resume to jobs@newberry.org. 
Applications sent without both items will not be considered. Please, no phone calls.

The Newberry's commitment to diversity, equity, and inclusion is essential to our mission: providing free 
and open access to a collection spanning more than six centuries; building and sustaining communities of 
learning; advancing and disseminating knowledge; and acquiring and preserving materials that 
represent a range of perspectives and experiences—including those that historically have been 
underappreciated, marginalized, or silenced. As a civic institution that values the free exchange of ideas, 
it is the Newberry’s duty to ensure that attention to diversity, equity, and inclusion informs all that we do, 
internally and externally. This is an urgent priority for the staff and board of trustees as we shape our 
institution and outreach.