

WHO IS ELIGIBLE TO APPLY?

We are looking for candidates who are of Native American, Alaska Native, or Native Hawaiian descent. First Nations descendants are also welcome to apply. Current, prospective, or recent graduates of an ALA-accredited program in library and information science, or an equivalent combination of education and related experience, preferably in a library and/or art museum setting, will contribute to the success of the fellowship. All candidates must be eligible to work in the United States for any employer and will be required to provide proof of lawful work status in accordance with the Immigration Reform and Control Act of 1986. Background checks will be conducted upon acceptance into the program and are required to begin work.

HOW IS THE PROGRAM STRUCTURED?

The Fellow will join PEM's Phillips Library, helping to activate the collection in new ways, to expand online and in-person access, and to integrate the library further with the museum and its communities. In 2020 the library will focus on foundational work towards accomplishing these goals: processing backlogs, launching a digitization initiative, developing programs, and incorporating inclusive language and practices. The Fellow will serve a significant role in the research, development, and implementation of this work, and will spend the majority of their time in the library's new facility at PEM's Collection Center in Rowley, MA.

The Fellow may be asked to accompany Native American Fellowship (NAF) Program staff on occasional field trips and other scheduled professional development opportunities within the library and/or museum community. The Employee Experience staff, the NAF Director, and the NAF Program Manager will be on hand to welcome and provide additional support and mentorship through initial orientation, regular consultation and ongoing goal setting, review and communication.

WHAT IS THE APPLICATION PROCESS?

The following materials must be submitted (mailed, emailed or dropped off) on or before the posted deadline on Friday, November 15, 2019:

1. The Andrew W. Mellon Native American Library Fellowship application
2. Three essays, 250–400 words each
3. A complete resume/curriculum vitae listing education and employment
4. Three letters of recommendation

WHAT IS THE SELECTION PROCESS?

Following the application deadline, applications will be reviewed by a committee of program staff and librarians. Finalists will be selected for up to two rounds of telephone, Skype, and/or in-person interviews, travel for which will be covered by PEM. This formal interview is required for consideration, but does not guarantee a position in the program. Selection will be based on the application, references, supporting documentation, the interview process, and the match between Fellows' interests and the planned projects.

PLEASE SUBMIT COMPLETED APPLICATION TO:

Jennifer Himmelreich, Native American Fellowship Program Manager

Peabody Essex Museum

161 Essex St.

Salem, MA 01970 USA

978-542-1894

jennifer_himmelreich@pem.org

Application deadline, including transcripts and references, is due November 15, 2019. If emailing, please include “2020 Mellon Library Fellowship” in the subject line.

To learn more about PEM’s Native American Fellowship program visit pem.org/naf.

The Native American Fellowship Program at the Peabody Essex Museum is made possible by a generous grant from The Andrew W. Mellon Foundation.