

Petersham Memorial Library
Position Announcement:
Library Director



Position

The Board of Trustees of the Petersham Memorial Library is seeking applicants for the position of Library Director. The Petersham Memorial Library has been the cultural center of our community for over 130 years. The Library Director will be responsible for curating a library that weaves that history into an innovative vision that creates a welcoming environment for everyone, serves the changing needs of a diverse community, inspires a love of reading and learning, and connects people with engaging programs and resources. This is an ideal position for someone who is excited by the role that small libraries play in the evolving information landscape.

Responsibilities

- Manage the operation of the Library and its programs and services under the general guidance of the Board of Trustees and in accordance with Library policies.
- Work closely with the Board of Trustees to develop an annual budget and direct and monitor expenditures to assure compliance with the budget and proper financial reporting.
- Administer Library policies and provide advice and assistance to the Board of Trustees in policy development and planning.
- Supervise personnel, including hiring, training, development, determining workloads, delegating responsibilities, and evaluating job performance.
- Oversee all aspects of collection development and related activities to maintain a collection that meets the needs of a diverse user population.
- Direct and implement a broad range of programs designed to engage the community.
- Maintain the Library's online presence, including website content and social media posts.
- Communicate Library programs and services through print and online platforms, including a monthly newsletter.
- Foster strong community relationships and actively advocate for the Library's mission and services.
- Lead strategic planning and continuous improvement efforts.
- Comply with all town and state reporting requirements and State Aid certification requirements.
- Stay up-to-date on library trends and best practices.
- Present funding requests to the Town Selectboard and Advisory Finance Committee.
- Attend Board of Trustees meetings, reporting regularly on the state of the Library, and work closely with Board of Trustee committees.
- Oversee facilities maintenance and vendor coordination.

Qualifications

Required

- Master's of Library and Information Science or equivalent from an ALA-accredited school.
- MBLC Certificate of Librarianship.
- Proficiency with the Microsoft Office suite of products and the Google suite.

Preferred

- Three or more years of experience working in a public library.
- Two or more years of management or supervisory experience.
- Outstanding oral and written communication skills.
- Demonstrated aptitude for leadership and ability to direct an organization under the general guidance of a Board of Trustees.
- Proficiency with technology and social media.
- Proficiency with integrated library systems (e.g., Evergreen).
- Organizational skills with an eye for detail.
- Strong budgetary and analytical skills.
- Visionary mindset with ability to blend tradition with innovation.

A combination of education and experience that demonstrates the ability to perform the position's responsibilities may be considered in lieu of the stated education and experience requirements.

Employment Details

Petersham Memorial Library is a not-for-profit organization located in the historic town center of Petersham, Massachusetts.

Hours

This is a part-time position (21 hours per week). The work schedule includes evenings and weekends.

Compensation

The position pays \$28,400 per year and provides 63 hours of paid leave per year.

How to Apply

Please email a cover letter detailing your qualifications for the position and a résumé to employment@petershamlibrary.org.

The application deadline is 5pm on July 6, 2026 and only applications received by that time will be considered.

The start date for this position is negotiable.

Petersham Memorial Library is an equal opportunity employer that does not discriminate against any employee or applicant for employment because of race, color, age, marital status, sex, physical or mental challenge, creed, religion, political affiliation, national or ethnic origin, or sexual orientation. Members of underrepresented groups, and those committed to working in a diverse cultural environment are encouraged to apply.