

## **LIBRARIAN SOUTHERN BAPTIST HISTORICAL LIBRARY AND ARCHIVES**

The Southern Baptist Historical Library and Archives seeks a friendly, collegial, and service-oriented individual to join the staff as Librarian. The SBHLA, located in downtown Nashville, Tennessee, is a center for the study of Baptist history and life. The collection is the depository for the official records of the SBC and its agencies and includes more than 42,000 books; 10,000 pamphlets; 20,000 reels of microfilm; 1,400 periodical titles; 12,000 linear ft. of archival material; plus an extensive audio-visual collection. For a more detailed description of the SBHLA see [www.sbhla.org](http://www.sbhla.org).

**Responsibilities:** The Librarian is responsible to the Director in performing a wide range of library tasks including: cataloging books, pamphlets, and other selected material including serials, microfilm, and audio-visual-resources; managing the automated cataloging system and online catalog; checking in incoming periodicals, state Baptist newspapers, and national, state, and association annuals; providing research and reference services including scanning and photocopying materials for patrons; re-shelving books, pamphlets, AV materials, microfilm, and other resources; preparing reports on library duties and work; and other duties as assigned.

**Qualifications:** ALA-accredited MLS; enthusiasm and passion for meeting the needs of library users; 3-5 years' experience in cataloging, research and reference services, and serials management in an academic or special library setting; demonstrated knowledge of current trends, standards, and practices of technical services in special libraries; excellent interpersonal, oral, and written communication skills; ability to work cooperatively with staff and a wide range of researchers; excellent organizational and analytical skills; familiarity with appropriate cataloging technologies and metadata standards; and ability to lift 40 pounds. Knowledge of Baptist history, polity, and organization and knowledge of materials in various formats produced by Baptist agencies, preferred.

**Salary and Benefits:** \$55,000-\$60,000. Salary commensurate with education and experience. Benefits include excellent small staff work environment; excellent medical, dental, and life insurance plans at no cost to the employee; 403B retirement program after one year of service (10% employer contribution plus additional 1% for every 3 years' service provided employee also contributes 1% for maximum total employer contribution of 15%); year-end bonus (2% salary); flexible spending account available; paid vacation and sick leave, and 10 paid holidays per year; professional development opportunities provided; free downtown parking.

**How to Apply:** Review of applications begins September 23, 2025, and continues until the position is filled. Applicants should submit a cover letter explaining how their qualifications match those required for the position, resume, and the names and contact information of three professional references to the mailing address listed below:

Dr. Taffey Hall, Director  
Southern Baptist Historical Library and Archives  
901 Commerce Street, #400  
Nashville, TN 37203