

Library Deputy Position

The A&S Library Deputy position is a deputy officer for the Kingdom Minister of Arts & Sciences in Northshield.

The Library Deputy reports directly to the KMOAS.

Duties:

- Work closely with the KMOAS to develop this position into an effective deputy job which produces results.
- Begin and maintain the overhauling of the information available on the Kingdom Web site under the Arts & Sciences tab, the Library tab, and other Web locations as necessary.
- Work with the KMOAS to begin and maintain a Web page highlighting A&S displays, competitions, and champions.
- Seek out and encourage submissions to be posted.
- Work closely with the Kingdom Web minister and the KMOAS to ensure timely and legal postings.
- Work on other projects as necessary with the KMOAS and other A&S deputies.
- Report to the KMOAS quarterly.

Time Commitments

- The position will require a minimum of 2 hours per week to seek out material, edit, correspond with authors, and liaison with the Web minister for publishing.
- There may be additional time necessary following events when A&S submissions and information become available for publishing.

Key Skills

- The ability to work well as part of a team.
- Good Web skills for maintaining and updating the Kingdom A&S pages.
- Patience and persistence in obtaining information to be posted.
- Detail oriented to present well-written, accurate publications.