

Contract Genealogist at the McClelland Library

Job Brief: The Contract Genealogist at the McClelland Library is a genealogy professional who provides two specific genealogy services to the clientele of the McClelland Library. First, the Contract Genealogist is available to meet with Library patrons regarding their personal genealogy research. Second, the Contract Genealogist will also teach classes or workshops related to their specific expertise on genealogy for the McClelland Library. All appointments and class registrations will be set by the McClelland Library staff. All resources at the McClelland Library will be available to the contract genealogist with no fee for use for contracted and personal genealogy business.

Independent Contractor Duties and Responsibilities:

- Set and maintain a regular schedule for appointments for the McClelland Library with ample notice of availability
- Meet with library patrons in person at the McClelland Library, or virtually if necessary, through appointments set by McClelland Library staff
- Teach classes and or workshops for the McClelland Library in person or virtually
- Develop classes and or workshops on genealogy

Requirements and Skills:

- 2 - 3 years experience as a genealogist working with clients
- Experience in conducting genealogy research of records from Ireland, Scotland, Wales, and England
- Experience in conducting genealogy research of records from the United States
- Experience using DNA test results in conducting genealogy research
- Willingness to self-educate and develop expertise in Irish genealogy research
- Ability to manage time with clients and stay on schedule
- Patience and friendliness with clients of all ages and backgrounds
- Previous experience in making public presentations
- Ability to develop and teach genealogy classes and workshops to the general public

- Experience in conducting genealogical research using online and print materials
- Bachelor's degree preferred
- Formal training or completion of classes in genealogical research preferred

Availability: A Contract Genealogist is needed for appointments two Saturdays per month from Labor Day to Memorial Day. Additionally a Contract Genealogist is needed for two classes and/or workshops from September to December and two classes/workshops from January to May.

Compensation and Professional Relationship with the McClelland Library:

Appointments: The Contract Genealogist will be paid a flat hourly fee for their appointment services with library patrons regardless of if an appointment is scheduled or not. For example, if the genealogist comes in for five hours on a Saturday they will be paid for five hours regardless of the number of appointments that day. Any fees for appointments set by the McClelland Library are funds for the McClelland Library.

Classes and Workshops: The Contract Genealogist will be paid a flat fee per class or workshop based on the contract with the McClelland Library. Classes and Workshops developed by the Contract Genealogist are the property of the Contract Genealogist. Any fees for attendance at classes and workshops set by the McClelland Library are funds for the McClelland Library.

Research projects: Any research projects on behalf of library clients will be handled by the Genealogist Contractor's private genealogy business and include a small finder's fee for the McClelland Library.

The Contract Genealogist sets their own schedule based on the slotted times provided by the McClelland Library. The Contract Genealogist is not an exclusive position and may be filled by more than one individual depending on Library patron needs. The Contract Genealogist is a contractor, not an employee of the McClelland Library.

TO APPLY: Send PDFs of your resume/CV and cover letter to reference@azirishlibrary.org