

Careers

Library Assistant

Job No: JR337

Employment Status: Full time

Location: Armidale

Closing Date: 11:30pm, Sunday 11 October 2026

Love helping people and creating positive community experiences? Join our library team.

Love helping people, connecting communities and creating welcoming spaces? Join Armidale Regional Council Libraries and play an important role in delivering exceptional library services across the Armidale region. Our libraries are vibrant community hubs where people can learn, connect, create and discover, and we're looking for someone who enjoys working with people and providing outstanding customer service.

About the Role

As a Library Assistant, you will help deliver a contemporary and customer-focused library service to residents and visitors across the Armidale region. Working as part of a friendly and supportive team, you will be one of the first points of contact for library users, assisting with memberships, loans, returns and enquiries, helping people with technology and digital resource enquiries, and supporting access to the library's collections, services and technology.

This is a varied, hands-on role that combines customer service with behind-the-scenes library operations. You will coordinate the inter-library loans service, assist with accessioning library materials and cataloguing, and help promote library resources and services. You will also support the delivery of library programs and events as required, including assisting with and occasionally delivering children's programs such as Storytime. The role plays an important part in ensuring our library spaces remain welcoming, organised and accessible for the community.

This position may require rostered Saturday work and travel to provide coverage at our Guyra location.

About You

You are passionate about delivering outstanding customer service and creating positive experiences for everyone who walks through the library doors. Friendly, approachable and community-minded, you enjoy helping people find information, access services and make the most of what the library has to offer.

You are organised, adaptable and take pride in your work, with a strong attention to detail and the ability to manage a variety of tasks in a busy environment. You enjoy working as part of a team, are comfortable using technology, and are enthusiastic about contributing to a welcoming and engaging library experience for the community.

What You'll Get

- Salary of **\$1,272 per week (35-hour week) plus 12% superannuation.**
- Full-time permanent position with the added bonus of a 9 day fortnight.
- The opportunity to make a meaningful contribution to your local community.
- A supportive and collaborative team environment.
- Ongoing learning and development opportunities.
- The chance to work in one of the region's most valued community services.



Careers



Join us and help create welcoming spaces where our community can learn, connect, create and discover.

How to apply

To help us get to know you beyond your resume. As part of your application, you will be asked the following:

- What would you bring to the ARC team, and why are you a good fit for this role?
- What skills, experience or personal qualities set you apart from other applicants?
- How does this role align with your longer-term career goals?

Video response (maximum 3 minutes)

- Tell us a little about yourself.
- Tell us about a time you delivered outstanding customer service.
- How would you create a welcoming experience for someone visiting the library for the first time?

Please also submit:

- A current resume outlining your work history, skills and qualifications.
- A brief cover letter.

Please note:

Your written and video responses, resume and brief cover letter will form part of the assessment. Please also attach relevant qualifications and licences. Videos must be under 50 MB and uploaded as .mov, .mp4, .wmv or .avi.

For a confidential discussion, call Elizabeth Thomas, Library Team Leader on 0476 597 569.

Be part of building something that matters.

Armidale Regional Council is an inclusive employer that does not discriminate based on race, religion, national origin, gender identity or expression, sexual orientation, age, or marital, veteran, or disability status.

Council recognises the unique skills and attributes demonstrated by service personnel in their service to our country and applications from ex-service personnel are welcome. All applicants who are veterans will be provided with specific feedback on their application if they are unsuccessful. The Local Government Rank to Grade Guide was developed to help both hiring managers and veterans understand how ADF skills and experience align with public sector jobs. You can use this guide as a tool to help you identify where your skills and qualifications align you to. For further information, and to access this guide, please click [Here](#).