

Position Descriptions

POSITION DESCRIPTION

DATE: February 16, 2010
DEPARTMENT: Archives and Special Collections, University Libraries
NAME:
TITLE: Curatorial/Museum Specialist, Senior

GENERAL SUMMARY:

Under the supervision of the Assistant Archivist for Collections and Records Management, serves as chief exhibits curator for ASC. Coordinates and conducts design, development, scheduling, transportation, installation and promotion for ASC exhibits at ASU and other locations in Arizona. Serves as principal promotional and public relations contact for the department. Manages, accessions and preserves the University Artifacts Collection housed in the University Archives repository. Facilitates work of University Libraries Exhibits Committee. Serves on department reference desk as assigned. Work involves lifting and carrying boxes up to fifty pounds and/or shelving or retrieving materials from ground level up to seven feet high.

ESSENTIAL FUNCTIONS:

- Establishes Archives and Special Collections exhibit concepts and select archival materials for presentation. Creates exhibit design concepts and writes descriptive text. Coordinates and supervises materials production, preservation, transportation, and installation of exhibits at department facilities, other ASU campus facilities and off-campus sites in Arizona. Manages, accessions, and preserves the University Artifacts Collection in the University Archives repository. (50%)
- Facilitates work of University Libraries Exhibit Committee (15%)
 1. Assisting University Libraries academic professionals and classified staff in developing new exhibit concepts and selecting materials for display from ASC collections.
 2. Training University Libraries staff in the use of the mat cutter and in matting, framing, and other presentation techniques.
 3. Selectively assisting with matting and framing of materials when necessary to meet deadlines or to safely present materials.
 4. Serving on the University Libraries Exhibits Committee

ESSENTIAL FUNCTIONS CONTINUED:

- Produces press releases, exhibit catalogs, and other promotional publications in support of departmental exhibits, external exhibits and other departmental events. Responds to the inquiries from the press and public regarding department events. Seeks external funding to support expansion of the exhibit program (15%)
- Serves on department reference desk as assigned, including weekday evenings and weekends. (15%)
- Coordinates simultaneous or overlapping scheduling of department and off-campus exhibits at multiple sites. Evaluates exhibit sites for security and preservation. Selects and purchases exhibit materials and tools. (5%)

QUALIFICATIONS:

Required:

- Master's degree in Anthropology, Art History, or Museum Studies or related field AND one year museum curatorial experience, OR
- Bachelor's degree in Anthropology, Art History, or Museum Studies or related field AND two years museum curatorial experience, OR
- Six years museum curatorial and/or registration experience, OR
- Any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been derived.
- Excellent communication skills.
- Knowledge and/or experience in designing, preparing, and installing exhibits.

Preferred:

- Experience preparing press releases and/or public speaking.
- Knowledge of the history of Arizona and the Southwest.
- Knowledge and/or experience in museum curatorship or archives management.
- Experience in using Windows-compatible word processing or database management software.

University of Connecticut Libraries

Area: Dodd Research Center

Job Title: Publicity/Marketing Administrator for Library Marketing and Communications

Job Summary

Working in a team environment under the general direction of the Public Programming, Marketing and Publicity Team (Public Outreach) Leader and Director of the Thomas J. Dodd Research Center, the Publicity/Marketing Administrator is responsible for publicity and marketing activities designed to promote departmental programs, events or services.

Duties and Responsibilities

1. Coordinate the schedule of events and activities in Dodd Center public spaces, including the tracking of monthly public room usage statistics and billing for room usage
2. Work with individuals and groups requesting space and supervise all necessary arrangements for programs including rooms, special material or equipment and follow up on all details for coordination and operations. Maintain liaison with appropriate on and off campus parties responsible for providing services
3. Set up, train users, and/or operate equipment and furniture when such services are needed/requested by individuals or groups using Dodd Center facilities
4. Train and supervise students/staff who work on event activities
5. Serve as the payroll entry coordinator for the Public Outreach Team
6. Work with the Public Outreach Team to write and/or edit and disseminate informational and promotional materials for use in outreach activities. This includes but is not limited to promotional items such as brochures, flyers, press releases, articles and Annual Report
7. Maintains working relationship with members of the public media to promote coverage of department programs and initiatives
8. Work with the Public Outreach Team to coordinate and implement Dodd and Library sponsored events
9. Coordinate the Libraries' Exhibit Program, including finding innovative ways to streamline the processes and costs involved
10. Serve as a resource for the Libraries' permanent signage needs, including finding innovative ways to streamline the processes

11. Assist the Public Outreach Team and the Dodd Research Center Program Area on business functions including ordering and maintaining supplies, departmental purchase orders, foundation account tracking and reimbursements and coordinating work orders
12. Actively participate in Program Area activities and Library Cross-Program Teams where appropriate
13. Participate in appropriate professional activities
14. Actively participate in the introduction of new approaches to the operations and services provided by the team
15. Other duties as assigned

Minimum Qualifications

1. Bachelor's degree or equivalent combination of education and experience
2. Strong interpersonal skills and demonstrated ability to communicate, both orally and in writing, with library, university staff and members of the public
3. One to three years experience in a responsible administrative support position, which demonstrates knowledge of administrative methods
4. Demonstrated ability to work independently and under deadline
5. Willingness to work flexible and irregular hours when required
6. Computer expertise in programs such as word processing and database and spreadsheet management
7. Strong organizational skills
8. Demonstrated experience in supervising the work of others

Desirable Qualifications

1. Experience operating computer and audio-visual equipment in a public environment
2. Experience with computer design programs (Adobe Illustrator, Photoshop and Visio)
3. Experience in working with high-profile public programs and public figures
4. Experience in working in an academic library/archival environment
5. Experience with event planning

Created 6/30/09 - jcn

University of Connecticut Libraries

Area: Dodd Research Center

Title: Public Programming, Marketing and Publicity Team Leader

Rank:

Job Summary

Working in a team environment under the general direction of the Public Programming, Marketing and Publicity Team (Public Outreach) Leader and Director of the Thomas J. Dodd Research Center, the Publicity/Marketing Manager is responsible for a wide range of activities associated with the communication of library programs and services to and from the various constituencies of the University Libraries.

Duties and Responsibilities

1. Lead the Public Outreach Team to serve as advocates for the Libraries through the creation and promotion of innovative initiatives that focus on the Libraries resources
2. Lead the Public Outreach Team in establishing team goals and strategies to promote Libraries to the Libraries staff, faculty, students and external constituents
3. Implement and coordinate policies and procedures for public programs, marketing and communications within the UConn Libraries
4. Evaluate team members annually per established University and library procedures
5. Promote diversity and diversity related programs
6. Establish and ensure effective team meetings including agenda setting, establishment of meeting times, process for documentation of team decisions and following team norms
7. Develop and model good communication, facilitation, and consensus-building skills and encouraging and supporting team members in developing their own abilities in these areas
8. Request and coordinate team budget and maintain the team's statistical data
9. Serve as a resource for Library staff regarding effective promotional strategies and activities and advise teams regarding marketing and communications needs of their areas
10. Communicate with the Dodd Research Center Program Director, the Assistant Vice Provost for University Libraries, and/or the Vice Provost for University Libraries on appropriate issues
11. Representing the University Libraries and Public Outreach Team in a variety of settings
12. Maintain an awareness of the role of marketing and promotion of library programs and services as they develop nationally and participate in national/international programs in the advancement of library marketing and promotion

13. Work with the Public Outreach Team to write and/or edit and disseminate informational and promotional materials for use in outreach activities. This includes but is not limited to promotional items such as brochures, flyers, press releases, articles and Annual Report
14. Coordinate and implement Dodd and Library sponsored events
15. Work with the Public Outreach Team to maintain and coordinate online publicity options, including Library websites and emerging web 2.0 technologies
16. Work with the Public Outreach Team to coordinate the Libraries' Exhibit Program
17. Work with the Public Outreach Team to be a resource for Library permanent signage needs
18. Serve as back up for public room scheduling/operating equipment in public rooms and public service for individuals and departments utilizing the public spaces in the Dodd Research Center
19. Serve as the primary contact for the Public Outreach Team and the Dodd Research Center Program Area on business functions including ordering and maintaining supplies, departmental purchase orders, foundation account tracking and reimbursements and coordinating work orders
20. Actively participate in Program Area activities and Cross-Program Teams where appropriate
21. Participate in appropriate professional activities
22. Actively participate and encourage the introduction of new approaches to the operations and services provided by the team
23. Other duties as assigned

Minimum Qualifications

1. Bachelor's degree
2. At least 5 years relevant experience
3. Experience in event planning/implementation
4. Working knowledge of publishing/design software
5. Strong interpersonal skills and demonstrated ability to communicate, both orally and in writing, with library, university staff and members of the public
6. One to three years experience in a responsible administrative support position, which demonstrates knowledge of administrative methods
7. Demonstrated ability to work independently and under deadline
8. Willingness to work flexible and irregular hours when required
9. Strong organizational skills

Desirable Qualifications

1. Masters Degree in marketing, communications or related degree
2. Knowledge of library constituents

Created 6/18/09 - jcn

Head, Archival & Special Collections

Position Description

Position: Head, Archival & Special Collections

Rank: Librarian (any rank); administrative rank TBD

Length of Term: 5 years, renewable

Scope

Reporting to the Associate Chief Librarian for User Services, the Head, Archival & Special Collections provides strategic leadership and oversight for the staff and operations of the Archival and Special Collections units of the Library, including collection development; organization, maintenance and preservation of collections; reference and instruction; promotion and outreach services; collaborative development of digitization projects; cultivation of donor relations; budget management; workflow coordination and human resources management; and operational management of the Department's physical facilities. As a member of Chief Librarian's Council, the incumbent participates in library wide planning and policy making. The incumbent coordinates and develops strategies for the effective, efficient evaluation and selection of information resources to meet the needs of the University of Guelph academic community, and develops and promotes operational procedures and policies to guide decision-making and practice in all areas related to Archival & Special Collections management. The incumbent acts as a primary contact with donors, academic and community users and visitors, vendors, library and university personnel and a broad range of other library and archival organizations in all matters relating to the acquisition, preservation and use of the Library's specialized archival and rare book collections. The incumbent works closely with the Head of Information Resources, the Associate Chief Librarian for User Services, and the Chief Librarian to acquire and make accessible specialized collections and archival holdings which will build collections which are in alignment with Guelph's current areas of collections strengths, and which will support Guelph's teaching and research missions.

Working in close conjunction with the Library's executive management team, the incumbent acts as a spokesperson for the University of Guelph Library to the campus community and beyond, and participates actively in representing Guelph at the regional, provincial and national levels. Finally, the incumbent is responsible for continuous review of current services in support of Archival and Special Collections activities; coordinating, recommending, and reviewing the development of new services; and maintaining a current awareness of best practices and emerging services in all areas relating to this specialized field of library services and resources.

Accountability

The incumbent leads and coordinates the work of the Archival & Special Collections unit with a wide range of stakeholders within and outside of the Library, especially with the Head of Information Resources, User Service Heads Committee, Chief Librarian's Council, Alumni Affairs & Development, and many donors. The primary role will focus on developing organizational effectiveness related to the management and operation of archival & special collections in an academic library context. The focus will be on acquiring, preserving, and providing access to specialized resources which will meet the needs of and promote awareness of the University of Guelph's unique heritage and distinctive academic and research culture.

The incumbent's specific responsibilities include:

1. Strategic leadership:

- Provides strategic direction for the staff, resources, facilities and activities of the Archival & Special Resources units, including selection, acquisition, processing, preservation and access to the special and archival information resources which are donated, acquired or accessed on behalf of the University of Guelph user community.
- Supervises 5 support staff positions, additional student and volunteer workers (9-12 per semester), and other project staff (as necessary), providing guidance and coordination for their activities and decisions, assigning responsibilities, workload and special projects. Ensures that these staff are fully and optimally engaged, and provides leadership for them as they work together to accomplish the unit's functional objectives
- Ensures effective services for library users through organizing, facilitating, directing and developing the work of Archival & Special Collections, through the evaluation and revision of existing services, and through the development and implementation of new services as appropriate.
- Maintains current awareness of and provides leadership in the application of best practices, new technologies and optimum strategies for improving the effectiveness of archival and special collections selection, acquisition, delivery, processing, and maintenance of access (e.g. evolving digital technologies, intellectual property issues, scholarly communication issues and trends). Provides strategic leadership in copyright and intellectual property issues concerning specific collections; evaluation of current and prospective areas of subject collecting.
- Maintains familiarity with rare book practices and the antiquarian book trade; knowledge of issues, trends, principles and practices in archival and special collections including facilities management, collection security, preservation and records management.

2. Specific responsibilities:

- At the request of faculty, or in order to provide promotion and outreach services to diverse users of the Library's special archival and special collections, conducts reference and instruction sessions or arranges specialized tours relating to those collections.
- Participates in the Library's development and endowment programs as they relate to the acquisition and maintenance of specialized archival and book collections with particular focus on maintaining positive relations with current and potential donors of specialized collections.
- Promotes the use of statistical data collection and analysis to guide decision-making and to optimize the current use of space in the Archives and Special Collections physical facilities, including offsite storage, and to plan for their future growth.
- Expends the Library's Archival & Special Collections acquisitions funds of approximately \$25,000, and manages the proper expenditure of operational funds for equipment and supplies on an annual fiscal cycle and as part of longer-term strategic planning. Provides Library Administration, Financial Services, and auditors with information, reports, analysis and advice relating to the Archives acquisitions budget as well as to specific purchases or subscriptions.
- Accepts gift donations and collections based on the Library's strategic directions and priorities, and in alignment with the Library's existing areas of strength for archival and special collections. Maintains data or records to fulfill fiduciary responsibility (e.g., insurance) for materials acquired.
- Oversees and coordinates the unit's digitization programs and services with the aim of preserving, promoting and improving access to the Library's unique special collections. Maintains knowledge of established and evolving standards for digitization including experience or familiarity with emerging metadata schemes and tools such as DC, EAD, TEI, XML, RDF and OAI.
- Provides content and oversight for development and maintenance of the unit's website with IT Services staff and librarians in liaison and information resources. This includes developing guides for access; electronic reference; descriptions for collections; publications such as *Collection Update*; and special projects related to Knowledge Ontario and Alouette Canada
- Provides oversight and coordination with library and university staff for exhibits within the library and for specific larger projects held outside the library. Includes selection, preparation, and installation of displays in conjunction with regular staff or specific project teams.

- Oversees and coordinates the valuation of donated collections by external appraisers and works with Alumni Affairs and Development staff to issue cultural property and tax credits to donors as required. Supervises the Library's gifts-in-kind program, including the appraising of gifts to be added to the Library's general circulating collections, requesting income tax receipts and issuing letters of thanks and acknowledgement to donors as appropriate.
- Contributes to assessments of the Libraries' archival and special collections as required for accreditation reviews or as needed to support the University's research and teaching programs as they evolve.
- Participates actively as a member of Chief Librarian's Council and Library Council, and is committed to effective cross-departmental collaboration and communication.
- Has particular responsibility for working in close collaboration with other Library managers and staff to ensure the effectiveness of the Library's planning, decision-making, and operational practices in relation to Archival & Special Collections
- Acts as a spokesperson for the University of Guelph Library to the campus community and to external cultural associations; fosters good communication and effective working relationships with faculty, staff, students, and other library users; builds relationships with diverse constituencies.
- Coordinates and leads the Library's participation in various cooperative/consortial partnerships and digital library initiatives concerning Guelph's archival and special collections.
- In consultation with other library stakeholders and others involved in library development and promotion, develops and implements communications strategies to optimize effective communication with staff and our users.
- Works with other Library units, managers and staff to coordinate management of the Archival & Special Collections unit, and to ensure reliable and easy access to its resources:
 - ⇒ communicates with Liaison Librarians and the Manager for Information Literacy to share ideas and expertise, to coordinate collection development/management activities, and to promote methods of content delivery that meet the information or course needs of faculty, departments, courses, and students, in support of the information resource needs (expressed and implied) of all of Guelph's user groups.
 - ⇒ Works with IT Services staff and the Library's web advisory group to ensure that library content delivery is coordinated within the

context of the overall campus communication and IT infrastructure (e.g. the Guelph online community).

⇒ Works with the Manager of Facilities Services to ensure that the equipment and physical facilities maintaining the Library's special and archival collections are secure and well-functioning from a preservation perspective.

3. Professional responsibilities:

- Maintains awareness of and implements “best practices” for archival and special collections through ongoing contact and professional upgrading within the professional archivists’ community e.g. Archives Association of Ontario, Association of Canadian Archivists
- Contributes to the management of the total Library system through membership in or attendance at appropriate Library and University governance and operational committees.
- Engages in continuing professional and academic growth through active participation in research and publishing activities in appropriate library and professional organizations

MU Libraries Position Description

Title:	Senior Special Collections Librarian, Position no. 14139
Classification:	Librarian II, III or IV
Division:	Special Collections, Archives & Rare Books Division
Administrative Unit:	Special Collections & Rare Books Department
Location:	401 Ellis Library
FLSA status:	Exempt
Reports to:	Director of SCARaB Division

I. Summary Description

Under the supervision of the Director of the Special Collections, Archives & Rare Books Division (SCARaB), the senior special collections librarian assists in performing the daily operations of the department. Functions as lead worker in the Special Collections & Rare Books Department. Provides reference service to all print and microform collections held by the department. Assists and instructs patrons in the use of all collections in all formats including the Internet. Collaborates in the development, design, revision, and update of the Special Collections & Rare Books departmental website. Participates in development, management, and maintenance of the print and book collections. Participates in collection promotion, outreach, and exhibits that serve the students, faculty, donors, and the Friends of the MU Libraries group. Actively pursues and develops outreach to faculty and students that encourages the inclusion of special collections materials in the curriculum. Works with autonomy but engages in cooperative decision making. Supervises and schedules student workers and graduate student assistants in the absence of the Special Collections Librarian [Media Specialist]. Assists and participates in decisions relative to acquisition of in-print and out-of-print material and in collection development. Contributes to and assists in special research, bibliographic, and exhibition projects. Provides assistance to the other Special Collections Librarians in managing stack space and material preservation.

II. Description of Duties

1. Cooperatively works with other staff members in collection development for the major collecting areas of the Department. Writes collection development policies.
2. Identifies and recommends items for purchase and evaluates prospective gift items for addition to the collections. Works with the Acquisitions Department to track expenditures of appropriated and gift funds for Special Collections materials and insures that ordering is done correctly.
3. Expands awareness of Special Collections & Rare Books holdings through exhibits, publications, instructional programs, presentations and lectures.

4. Works closely with faculty, students, alumni and others in the wider community to interpret the collections and promote an understanding of their value to teaching and scholarship.
5. Works with the Director of Libraries, SCARaB Division Director, and the Libraries Development Officer to advance the Libraries' relationship with current and prospective donors and assist as needed in the Libraries' fund-raising initiatives.
6. Identifies and recommends materials in Special Collections & Rare books holdings that are suitable for digitizing. Participates in strategic planning for digital library projects.
7. Provides reference services to patrons in person, or by telephone (during scheduled desk hours), written correspondence, or email. Provides bibliographic instruction for classes and other groups.
8. Cooperates in the planning and design of the departmental website, including planning and preparation of online exhibits.
9. Prepares finding aids, catalogs, or other publications to improve access to the collections.
10. Works with the Catalog Department to prioritize Special Collections & Rare Books materials for cataloging. As needed, develops bibliographic control standards for special collections materials, including metadata for digital materials.
11. Maintains a proper environment for the preservation, safety and security of the Special Collections & Rare Books Department and its collections.
12. Participates in professional activities beyond the library as appropriate and maintains current awareness of trends and developments in the field of rare books and special collections, including digital libraries and digital preservation.
13. Participates in general library administration and planning activities as appropriate.
14. Represents the Division in appropriate meetings at the campus or university levels.

III **Supervision**

Received: Works under the direction of the Director of SCARaB.

Given: Supervises and assigns work to student workers and graduate library assistants and other staff as needed.

IV. **Qualifications:**

Required: M.L.S. from an ALA accredited library school and 3 years of experience in special collections libraries or rare book collections within an academic or research library. A strong and demonstrated commitment to public service. Excellent oral and written communication skills as well as a demonstrated ability to work productively and collaboratively with colleagues, faculty, students, donors, and friends groups. Demonstrated understanding of the role of primary source material in the research process.

Preferred: Course work in rare books, preservation or completion of additional graduate work or other relevant continuing education offerings. Additional graduate degree in an appropriate subject area. Record of successful leadership experience in an equivalent or similar position. Awareness of preservation practice and issues for print, microform, and digital materials. Experience in managing digitizing projects and awareness of national standards and best practice for creating digital collections. Familiarity with the history of books and printing and the antiquarian book trade. Reading knowledge of at least one classical or modern language other than English.

Developed May, 2005
Revised November 15, 2007
c14139

WASHINGTON UNIVERSITY
JOB DESCRIPTION

DATE:

JOB TITLE: Film & Media Archive Educational Archivist

SUPERVISOR: Anne Posega

DEPARTMENT: Special Collections

POSITION SUMMARY:

The Educational Archivist in the Film & Media Archive will assume management responsibilities in the area of research, scholarship, and educational use of the Film & Media Archive. This position will assist in all areas of public outreach, working closely with the Film & Media Archivist and other library staff. The Educational Archivist will also assist in prioritizing archive materials for preservation, cataloging, and digitization based upon historical importance, educational and research value.

DUTIES AND RESPONSIBILITIES (Essential Functions)

1. Collaborate with faculty at WU to develop strategies for using archive materials to enhance current courses, create new teaching tools and resources for classroom and student use, and to design new courses.
2. Promote the archive externally at conferences, symposia and in meetings with educators.
3. Work with archive and library staff to promote the collection to the broader public community in St. Louis and beyond, through public events and exhibitions.
4. Assist in developing collaborative educational or outreach projects with other institutions, both locally and nationally.
5. Oversee the establishment and management of research fellowships in the Film & Media Archive.
6. Work with graduate and undergraduate students using the archive for academic research or internships.
7. Assist in prioritizing preservation and digitization work based on educational needs, research value, and significant historic anniversaries.
8. Participate in tasks that will strengthen the operations of the archive, including assistance in grant writing and participation in archive and library meetings.