



## **Job Description: Managing Director of Library & Archives**

Brooklyn Historical Society is an urban public history center that incorporates the functions of a research library and archive, a museum and public programs venue, and educational offerings from primary school to graduate-level academic research. Management of the collections BHS is performed at the intersection of library and archival technical services and museum registrarial services to ensure that collections are both well-managed and available for use by the Historical Society's staff and diverse audience. The Managing Director of Library & Archives is responsible for accessioning of significant collections, oversight of description and cataloging, loans, and licensing of Brooklyn Historical Society's collections in all formats, strategic planning, budget management, personnel supervision, and project fundraising.

The Managing Director of Library & Archives reports to the President, and serves as the primary advisor to the President and the Senior Staff on a variety of policy issues related to collections. responsible for providing leadership, vision, planning and management for the library, including overseeing staff; maintaining budgets, policies and procedures; planning and managing grant projects; and with Senior Library Staff, developing long-range planning and priorities for collection development, management, preservation, description, and access to library and archives. The position plays a key role in the senior staff of the larger institution, participating in institutional planning; working with the Director of Development to identify funding opportunities and write grants; and collaborating with education, exhibition and oral history staff on integrating library and archives work with the activities of the larger institution.

In addition to management and planning functions, the position plays an active role in the day-to-day work of the archives and manuscript collections, including acquisitions and appraisal; overseeing arrangement and description work; reference and outreach activities; and administering and overseeing

The Library and Archives has adopted a holistic approach to its work that tries to balance the need for specialization in particular areas with a broad practical experience across the whole portfolio of Library services. As a member of the Library and Archives senior staff group, the Managing Director of Library & Archives can expect to spend up to one-third of their time in work that sustains the Library's public services and advances the overall mission and strategic plan of Brooklyn Historical Society. This includes supporting reference, research, and instruction; developing new initiatives and programming in both the Library and the Historical Society, including assistance with grant-writing and fund-raising proposals; and sharing in the management of day-to-day operations of the Library.

## **Job Responsibilities:**

- Supervision of staff, including full-time professional staff, interns, and volunteers
- Ensures that proposed donations and acquisitions are appropriately documented and suitable for presentation to the Collection Committee of the Board of Trustees, through creation of appropriate policy documents and development of acquisitions workflows.
- Schedules and runs meetings of the Collections Committee, and completes the accessions process with appropriate deeds of gift or proofs of purchase.
- Collaborates with Development Staff to draft grant proposals and manage grant projects.
- Collaborates with staff to develop effective cataloging and descriptive practices.
- Maintains BHS's installation of collection management tools, including OCLC and LC tools, Past Perfect, Aleph, Archivists' Toolkit
- Cleaning and migrating legacy data into current collection management tools and into a variety of other systems for public access
- Serve on the Library reference desk during the library's open hours up to three (3) times per month, including one (1) Saturday per month.
- Other duties as assigned

## **Required Qualifications:**

- Masters in Library and Information Science or equivalent degree
- Five (5) or more years experience of progressively responsible experience in a library, archive, or museum
- Experience with collection development, including solicitation of gifts and appraisal.
- Demonstrated understanding of principles of archival arrangement and description, library cataloging systems, and metadata standards for digital collections.
- Experience with data mapping and transfer between databases; data clean-up and manipulation.
- Previous experience working with CMS and ILS systems; experience specifically with Archivists' Toolkit and/or Ex Libris Primo and Aleph is highly desirable.
- Effective oral and written communication skills.
- Ability to work as both independently and as part of a team.
- Strong organization and time-management skills; attention to accuracy and detail is essential.
- Familiarity with MARC and EAD; AACR2 and DACS; and with the use and application of standardized vocabularies.
- Supervisory experience, including both professional staff and interns.
- Ability to lift, bend, and reach boxes or volumes weighing up to 40 lbs repeatedly, including handling these materials while standing on rolling ladders and stepstools.
- Ability to work in library stacks in cold temperatures (60-65 degrees Fahrenheit) for up to an eight-hour workday, five days a week.

## **Preferred Qualifications:**

- Experience with data mapping and transfer between databases; data clean-up and manipulation.
- Previous archival processing and description experience, including an understanding of pragmatic and efficient processing procedures.
- Additional academic study in relevant disciplines, including history and curatorial studies. A working knowledge of U. S. history is needed, and knowledge of Brooklyn or New York history is desirable.