

## **Director of Archives, Libraries, and Special Collections Job Description**

**Position Reports To:** Chief Curator

**Primary Function:** To preserve, catalogue, and make accessible archives, libraries, and special collections.

### **Education/Training/Experience:**

- ALA-accredited MLS degree with specialization in archives administration or ACA certification, or an equivalent combination of education and experience.
- Minimum 3-5 years' experience working with archives and special collections.
- Experience with cataloguing and providing library reference, preferably in an academic or museum library.
- Knowledge of current archival arrangement and description standards and relevant descriptive Standards (AACR2, DACS).
- Knowledge of computer standards and applications in archives and libraries, including MARC21, EAD, and digital imaging.
- Ability to work independently and manage highly sensitive material in a confidential and secure manner.
- Familiarity with both special collections and institutional archives.
- Supervisory experience.
- Strong written and verbal communication skills, organizational skills, attention to detail, excellent problem-solving and interpersonal skills.
- Background in art history, with specific focus on nineteenth- and twentieth-century American and French painting, is preferred.
- Ability to read at least one foreign language, particularly French or German, is preferred.

### **Physical Demand Analysis:**

Physical Requirements: Lifting up to 40 lbs. 60% of day sitting required.

Visual Requirements: Extensive computer use, reading of typewritten, handwritten, and digital documents.

Hearing Requirements: Phone use, interaction with researchers.

Working Conditions: Position works closely with material that may cause allergic reactions, particularly to dust, and in areas with little ventilation.

### **Job Specific Competencies:**

- Manage appraisal, arrangement, description, and creation of access tools for archival records, including correspondence, photographs, financial records, administrative files, and publications
- Manage circulation, acquisitions, cataloguing, and access for the circulating libraries of art and horticulture books, as well as for the non-circulating Special Collections.
- Determine data entry and cataloguing standards for the archival and library collections, and manage and maintain archival and library databases, finding aids, and inventories
- Provide reference and research services for all external and internal requests related to the history of the Foundation.
- Supervise Archives, Libraries, & Special Collections staff, interns, and volunteers.
- Manage budgeting and purchase of supplies for the Archives, Libraries, and Special Collections.
- Establish policies and procedures for the Archives, Libraries, and Records Management programs.
- Administer all grant-funded projects related to the Archives and Libraries.
- Serve as part of Senior staff and on institutional committees as needed.

- Plan for preservation and conservation of archival and library materials in cooperation with the Head of Conservation.
- Manage off-site storage of archival records.
- Determine and implement short- and long-term planning for the Archives, Libraries, & Special Collections.
- Collaborate with the Curatorial team and Conservation on the production of exhibitions derived from the Archives for presentation on the Parkway.
- Collaborate with Curatorial, Education, and Publications departments, along with outside vendors, on the development of interpretive materials for the Parkway location and the institutional website.

SAA Museum Archives Section Working Group Example