

**ROCK AND ROLL HALL OF FAME AND MUSEUM**

**Job Description**

<b>Job Title:</b> Director of Library and Archives <b>Manager's Title:</b> VP of Curatorial Affairs <b>Supervises:</b> Archivist, Library Assistant, Cataloger  <b>Employee:</b> Andy Leach	<b>Division:</b> Exhibitions & Curatorial Affairs <b>Department:</b> Library and Archives <b>FLSA Status:</b> Full-time, Exempt  <b>Date:</b> January 2008
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**Summary:** The Director is responsible for managing the Rock and Roll Hall of Fame and Museum's Library and Archives that will contain specialized research material relating to the history, music, and business of Rock and Roll.

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**JOB RESPONSIBILITIES AND DUTIES:**

1. Executes the Mission of the Rock and Roll Hall of Fame Library and Archives.

The Library and Archives mission is to collect, preserve, and make accessible historical materials concerning the history, music, and business of Rock and Roll in a safe and secure environment. The Library and Archives provides access to their material following standard archival and library procedures that is suitable for scholars, students, and music fans from around the world to help them understand the roots of rock music and the impact that it has made in our society.

2. Provides vision and leadership to develop and maintain a new program and facility for the Rock and Roll Library and Archives as construction is completed and the Library and Archives takes its place as the premier institution to provide research resources on Rock and Roll for scholars, students, and music fans.
3. Represents the Library and Archives in discussions with the Museum and Foundation in discussions regarding policy and budget. Maintains confidentiality.
  - Monitors, analyzes, evaluates, and communicates staffing, space, equipment, and fiscal needs of the Library and Archives.
  - Serves as a resource person and advocate for topics relating to or affecting the Library and Archives including problems affecting the unit.
4. Establishes and develops all facets of Archives/Library operations.
  - Develops and carries out day-to-day archives/library practices, policies and procedures and directs the work of others regarding the physical plant, acquisition, arrangement and description (cataloging), preservation and holdings maintenance, reference, records management, technology, security, and outreach.
  - Manages long range planning for facilities, archival and library practices, technology, preservation, security, maintenance, outreach, and collaboration with other institutions.

- Consults with the entire Library and Archives staff and Museum's curatorial staff to determine departmental needs.
  - Develops the budget, monitors monthly financial report. Prepares quarterly and or annual reports.
  - Supervises and directs the activities of staff and Interns.
  - Initiates projects requiring outside funding and participates in fundraising or grant writing activities.
  - Develops outreach with Cuyahoga Community College (Tri-C) and the community at large in collaboration with the Rock and Roll Museum Education Department.
5. Oversees collection of original historical documents and reference material according to the Collection Policy.
- Establishes policies and procedures for new acquisitions.
  - Supervise all aspects of acquisitions.
  - Determine the research value of the documents or library materials offered to the Library and Archives in collaboration with the Archivist and Library Assistant and accepts donation of material that fits the mission of the organization according to the Collection Policy.
  - Work with donors to secure materials in collaboration with Museum and Rock and Roll Hall of Fame Foundation.
  - Collects secondary resources to supplement research for Library and Archives patrons.
  - Directs staff to engage in proactive documentation on Rock and Roll.
6. Determines needs for collection management system and supervises implementation in collaboration with technical staff.
7. Represents the Rock and Roll Library and Archives at relevant professional forums. Attends local, national, and international professional meetings when appropriate and establishes and maintains liaison with other institutions.
8. Represents the Rock and Roll Library and Archives to the general public and to the scholarly community at large.
9. Researches and writes lectures and publishable works on Rock and Roll history, music, or the business of Rock and Roll for both the general public and the scholarly community as appropriate.
10. Duties include but may not be limited to the above.

#### **JOB REQUIREMENTS AND QUALIFICATIONS:**

1. **Education Level:** Ability to read and demonstrate basic oral, written, mathematical and manual skills. Ability to communicate and be articulate in Standard English. Master's degree in Archival Management, History, Library Science, or related field.

2. **Experience in Field:** A minimum of ten (10) years professional archival experience, including strong supervisory experience. Strong background in collection development, research and writing. Knowledge of Rock and Roll and its related music forms is highly desirable.
3. **Unique Expertise/Certification/Registrations:**
  - Expert in best practice for archival concepts and procedures.
  - Familiar with library concepts and practices.
  - Outstanding team orientation, flexibility, and ability to work both independently and collaboratively in a public service environment.
  - Possess outstanding verbal and written communication skills, organizational skills and interpersonal skills.
  - A strong background in professional organizations, and continuing education in archives and libraries preferred.
  - Detail oriented with ability to organize and prioritize tasks to meet deadlines and manage multiple projects concurrently.
  - Computer literate in standard office management software: Microsoft Products and Excel.
  - Ability to interact with museum colleagues, Library and Archives colleagues, donors, the general public, with academics, students, scholars, historians and writers.
  - Must pass background investigation and drug screening.
4. **Working Conditions:**
  - **Environmental Parameters:** Ability to work in a window-less office.
  - **Physical Demands:**
    - a. **Strength:** Ability to lift/move up to 30 lbs. (approximately) overhead.
    - b. **Type:** Express or exchange ideas by means of spoken word and to perceive nature of sounds. Ability to hear accurately to interact with the public. Demonstrate clarity of vision; judge distance and space relationships; identify and distinguish colors. Ability to perform tasks concurrently. Ability to perform administrative duties, typing, filing, bending over to low files, reaching high files, climb ladders. Work involves sitting most of the time, but may involve walking, standing, reaching, lifting, and carrying heavy materials for brief periods of time.
5. **Work Schedule:** Ability to work up to 40 hours per week; any shift as assigned, including evenings, weekends and holidays. Hours are primarily Monday through Friday 8:30 am to 5:30 pm. Ability to work additional hours as business needs demand.
6. **Equipment Used:** computer, scanner, printer, telephone, photocopier, fax machine, calculator, and other office equipment. May use ladder or cart in archival storage, processing, or research areas.
7. **Safety Hazards:** Medium hazards. General office working conditions except may need to climb ladder to access historical materials.

8. **Aptitude Requirements:**

- **Cognitive:**
  - a. Analytical:** Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions.
  - b. Communication:** Ability to be conversant in archives rules and procedures. Ability to understand and carry out written or verbal instructions. Ability to answer inquiries from visitors.
  - c. Administrative:** Ability to complete forms. Ability to pay attention to detail and accurately distinguish data.
- **Manual:**
  - a. Motor Coordination:** Ability to make necessary movements in selecting, carrying, and depositing items. This includes climbing a ladder.
  - b. Finger Dexterity:** Ability to pick, pinch or otherwise work with fingers to operate above equipment. Ability to pick up a variety of items and place them on shelves; to move knobs, buttons or switches.
  - c. Manual Dexterity:** Ability to seize, hold, grasp, turn or otherwise work with hands. Ability to shake, sort, fold or stack items, to place and retrieve items.

**Employer's Rights:**

This job description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.