Public Services and Outreach Archivist

Department: Manuscript, Archives, & Rare Book Library (MARBL), Emory Libraries

Salary: Commensurate with qualifications and experience

Position Availability: Immediately

The Emory Libraries seek an Assistant Librarian/Associate Librarian to serve as the Public Services and Outreach Archivist for the Manuscript, Archives & Rare Book Library (MARBL) in the Robert W. Woodruff Library

Position Summary

Reporting to the Head of Research Services, the Public Services and Outreach Archivist is a non-manager position in the Robert W. Woodruff Library but may have supervisory responsibility for graduate and undergraduate students. The PSO Archivist is responsible for providing reference and research services to patrons via a deep understanding of MARBL’s collections and policies, by taking primary responsibility for the MARBL website and social media involvement, facilitating and assisting in curating MARBL exhibitions, and by coordinating MARBL’s outreach program to Emory faculty and students, as well as the local and broader research community. Other duties include participating in the MARBL instruction program and working in collaboration with other units in the Emory’s Library and Information Technologies, including the Digital Curation Center (DCC), Conservation, Exhibitions and Communications. As a member of the MARBL team, the PSO Archivist participates in programming, planning, and assessment activities related to both Research Services and MARBL as a whole. As a Librarian, the PSO Archivist participates in collaborative programs and services within the library and archives fields at the local, state, regional, national and international level in advancement of library services, collections, and programs. Specific duties of the incumbent include the following:

- Plans and coordinates the rotation of exhibits on MARBL’s level 10 by selecting materials, writing interpretive text and coordinating needed preservation reviews, digitization and fabrication.
- Coordinates the proper use of original MARBL materials in exhibitions at Emory and Emory exhibitions that travel to other institutions, through documentation and/or digitization, by serving as the designated MARBL liaison.
- Promotes the use of MARBL materials in exhibitions and loans by proposing MARBL exhibitions, collaborating with exhibit curators in the selection and interpretation of materials, managing MARBL’s role in the exhibition process, and participating in curatorial meetings and preservation reviews.
- Collaborates with exhibition curators, the LITS Exhibitions team, Conservation, the Digital Curation Center and Scholarly Communications in coordinating the exhibitions process for on site, traveling and digital exhibitions.
- Coordinates the proper use of original MARBL materials in loans to outside institutions, including assessment of borrowing institution, consultation with MARBL Curators, MARBL’s Instruction Archivist and Conservation staff on the impact of loans on MARBL materials and programs, coordinating preservation reviews of materials, and arranging for proper packing and shipping of materials and/or digitization.
- Coordinates ingest of exhibition materials from outside institutions, including providing facilities reports for Emory, necessary paperwork, and receipt and return of materials according to stipulations of loaning institution.
- Collaborates with Campus and Community Relations on the promotion of MARBL exhibitions and loans on the MARBL website and through social media.
- Collaborates with the Exhibitions Team and Conservation on developing and maintaining an exhibition and/or loan workflow.
- Provides reference assistance in person and by phone to Emory students and faculty, visiting scholars, and the public as needed and assigned, including 8-12 hours of weekly reference desk shifts and a rotating 8 hour Saturday shift.
- Contributes to the development, implementation, and documentation of policies and procedures for the reading room and reference area.
- Contributes to the planning, development, implementation, promotion, and assessment of MARBL reference programs including reference and consultation services provided to onsite researchers at the reference desk and reading room and to offsite researchers via email and phone.
- Coordinates patron digital reproduction services with the Library’s Digital Curation Center through supervision of the Research Services Graduate Student Assistant.
- Plans and leads MARBL outreach sessions for Emory faculty, staff and students, as well as community groups from the Atlanta area and the broader audience for MARBL’s collections. This includes meeting with Emory University faculty, leadership of outside groups, other MARBL staff, Woodruff Library Outreach & Education and Campus & Community Relations staff during the planning process to determine session-type, scope, and support needed; planning the session (pulling material and setting up space) as appropriate; conducting the session; and participating in assessment.
- Researches, proposes, and develops digital outreach strategies or program elements not related to social media. Projects may be in collaboration with other units, including the Emory Center for Digital Scholarship.
- Participates with the Head of Research Services in evaluating, assessing, and revising the outreach program as needed. This includes maintaining awareness and understanding of current trends and needs in outreach for archives and special collections institutions, sharing proposals and ideas as appropriate, and contributing to the overall vision and direction of the outreach program.
- Researches and identifies appropriate grant opportunities related to outreach and collaborates with the Head of Research Services and other relevant staff to develop grant proposals.
- Collaborates with the MARBL Instruction Archivist to develop and lead instruction sessions using MARBL materials for classes from Emory and other Universities.
- Works with MARBL staff to develop and implement a content strategy for MARBL’s website and online presence; and collaborates with Library staff to ensure consistent theme and design for a seamless user experience across websites.
- Coordinates the maintenance and updates of the MARBL website through Cascade, a content management system.
- Creates visual content for the website with Adobe Photoshop and textual content with the assistance of MARBL staff.
- Develops and implements policies and procedures for managing the MARBL website.
- Serves as the main point of contact and representative for the MARBL website with regards to template changes and updates.
- Develops documentation and provides oversight and training for colleagues who contribute content to the MARBL website.
- Designs and plans social media campaigns to better expose MARBL resources, events, exhibits and programming initiatives online, independently and in collaboration with LITS Campus and Community Relations and the MARBL curatorial unit.
- Coordinates the maintenance of the MARBL blog, including soliciting postings from other staff and researchers, managing postings, and setting program priorities.
In collaboration with MARBL curators and staff, maintains the MARBL Facebook page and other social media opportunities.

Works with colleagues in the Woodruff Library to develop policies and procedures for blog maintenance.

Updates/coordinates the update of the MARBL Twitter feed on at least a biweekly basis.

Updates/coordinates the update of and promotes MARBL HistoryPin site on a quarterly basis.

Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintains general knowledge of current trends in higher education, academic libraries, and information and educational technology.

Adheres to guidelines outlined in the Handbook Governing the Librarian series for Faculty-Equivalent Librarians to ensure appointment, appointment renewal and promotion-in-rank.

Presents on work-related topics and research at professional and scholarly conferences, symposia, and workshops.

**Required Qualifications**

- ALA-accredited master’s degree in Library and Information Science OR equivalent education and experience (subject expertise combined with appropriate teaching experience and/or library experience).
- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Experience with Content Management Systems (such as Cascade).
- Experience with the Adobe Suite of software including Photoshop and Acrobat.
- Experience in providing reference services, conducting research on historical or literary topics and/or teaching from primary sources.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Evidence of excellent communication, public speaking, teaching, writing and analytical skills.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.
- Demonstrated knowledge of current trends and issues in academic libraries, higher education, and relevant subject disciplines.
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

**Preferred Qualifications**

- Advanced degree (subject master’s or doctoral) in a relevant discipline.
- Experience public scholarship, including exhibition development or digital humanities projects.

**Application Procedures**

Interested candidates should review the applications requirements and apply online at Public Services and Outreach Archivist.
Applications may be submitted as Word or PDF attachments and must include:

1) Cover letter of application describing qualifications and experience;
2) Current resume/vita detailing education and relevant experience; and
3) On a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

**Candidates applying by August 9, 2015 will receive priority consideration.** Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

**General Information**

Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master’s OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to [http://www.hr.emory.edu/eu/benefits/](http://www.hr.emory.edu/eu/benefits/).

**Description of Institution and Library**

Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South’s leading health care systems. Emory’s beautiful, leafy main campus is located in Atlanta’s historic Druid Hills suburb and is home to 7,836 undergraduates and 6,677 graduate and professional students. As the third largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 27,937 and an annual operating budget of $4.3 billion. Emory University received $507.1 million in research funding in 2013. Emory recently concluded a successful fundraising campaign that raised $1.69 billion from 149,000 donors.

Ranked among the top 25 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia are an intellectual commons for Emory University. Comprised of 9 libraries, the holdings include more than 3.9 million print and electronic volumes, 83,000-plus electronic journals, and internationally renowned special collections. Emory is well known in a number of collection areas including modern literature, African-American history and culture, U.S. Southern history and culture, and U.S. civil rights. Emory Libraries staff number approximately 137 and the overall library budget is approximately $25.3 million. The Emory Libraries is a member of the Association of Research Libraries (ARL), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions
(IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL), Georgia Library Learning Online (GALILEO), and the GETSM Consortium (a consortium of the University of Georgia, Emory, Georgia Tech, Georgia State University, and Georgia Regents University).

The Emory Libraries include the Robert W. Woodruff Library, which is also home to the Manuscripts, Archives & Rare Book Library (MARBL). Other campus libraries, which serve the specialized and professional schools, include the Goizueta Business Library, the Woodruff Health Sciences Library, the Pitts Theology Library and the Hugh F. MacMillan Law Library in addition to the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

– 18 July 2014

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