Stuart A. Rose Manuscript, Archives, and Rare Book Library
Visiting Archivist for African American Collections

Department: Rose Library, Emory Libraries
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Emory Libraries is seeking a Visiting Archivist for African American Collections in the Rose Library to assist in making collections of underrepresented groups and persons more accessible. This position will include the opportunity to learn about all aspects of archives and special collections librarianship, including but not limited to manuscript and archival processing, from professionals throughout the Rose Library and across the Emory Libraries system as well as through professional development activities outside of Emory. We invite applications from recent graduates with master’s degrees in information studies or library/information science. The Visiting Archivist will be appointed to a two-year term position with a desired start date on or before August 1, 2016.

Emory Libraries offers this position in collaboration with The HistoryMakers, as a continuation of its initiative to provide training to African American archivists, and archivists interested in working with African American collections. In 2009, The HistoryMakers, the nation’s largest African American video oral history archive was awarded an IMLS Laura Bush 21st Century Librarian Grant # RE-06-10-0080 entitled Increasing African American Diversity in Archives: The HistoryMakers Fellowship, Mentoring, Training and Placement Institute. Twelve archivists were trained over a two year period and placed in African American archives across the country. Since 1999, The HistoryMakers has been recording African American video oral histories to refashion a more inclusive record of American history, and to educate and enlighten millions worldwide, building the nation’s largest African American video oral history archive. The HistoryMakers is the single largest archival collection of its kind in the world, designed to promote and celebrate the successes and to document movements, events and organizations that are important to the African American community and to American society. The Collection is now housed permanently at the Library of Congress alongside the WPA Slave Narratives, joining the stories of the enslaved with the stories of their progeny.

Position Summary
Reporting to the Head of Collection Services, the Visiting Archivist participates in the processing, selection, and outreach activities for the African American Collections in the Stuart A. Rose Manuscript, Archives, & Rare Book Library. The Visiting Archivist is responsible for creating descriptive tools for collections including MARC catalog records and Encoded Archival Description (EAD) finding aids, as well as providing reference services to researchers, which may include Emory students and faculty, visiting scholars, and members of the public. The incumbent is expected to provide outreach on behalf of the Rose Library, through engagement, social media, contributions to the Rose Library publications, and/or the creation of exhibits based on the collections. The Visiting Archivist will also work with the Rose Library curators when appropriate. Specific duties include:
• Works with curators on acquisitions, collection development plans and deaccessions; stewardship activities; inventories and the transportation of objects; exhibit research, writing and installation.
• Works with curators to publish materials related to African American collections, including journal and magazine articles, books, brochures, pamphlets, etc.
• Helps in the development of new media platforms (websites, podcasts, blogs) to support the recruitment of broader audiences to the Rose Library.
• Attends one to two national conferences annually to promote African American collections to researchers. Helps organize presentation booths and collaborates on panel presentations.
• Arranges and describes personal and professional papers from the African American collections.
• Develops and implements work plans with proposed arrangement schemes and timelines, and adjusts or modifies as needed.
• Performs basic preservation work such as removing rusty metal hardware, unfolding and flattening documents, and transferring material to new, acid-free folders and boxes.
• Writes finding aids for collections, describing the creator of the records as well as the subject content of the collection. Finding aids also include detailed box and folder inventories.
• Encodes finding aids in XML according to the Encoded Archival Description (EAD) standard; loads and maintains XML records in the EmoryFindingAids database.
• Creates MARC format bibliographic record for collection, which is included in both WorldCat and the library's local catalog.
• Provides reference assistance in person and by phone to Emory students and faculty, visiting scholars, and the public as needed and assigned, including 4-6 hours of weekly reference desk shifts and a rotating 8 hour Saturday shift.
• Oversees reading room security by monitoring use of materials in the reading room as well as working with researchers to explain the rules of care and handling for special collections material.
• Coordinates with the digital curation team regarding the digitization of materials within the collections.
• May collaborate with curatorial and exhibit staff in the planning, curation, and design of exhibitions based on the collections.
• Writes articles and blog posts about manuscript collections, especially upon completion of processing projects.
• Collaborates with research services to plan instruction sessions.

Required Qualifications
• ALA-accredited master’s degree in Library and Information Science or Archival Studies OR equivalent education and experience (relevant subject expertise combined with professional library education and/or experience).
• Knowledge of arranging and describing archives and manuscript collections, preferably in a special collections library in an academic environment.
• Knowledge of issues relating to archives and manuscript collections.
• Knowledge of current national archival and descriptive standards and best practices, including working knowledge of MARC format, EAD, DACS, and other archival descriptive standards.
• Knowledge of conservation and preservation needs of archival collections.
• Ability to lift up to 40-pound boxes and to work in a dusty environment.
• Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
• Ability to work creatively, collaboratively, and effectively both as a team member and independently and to promote teamwork among colleagues.
• 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.
• 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 participation in local, state, regional, national, or international professional or scholarly associations.

Preferred Qualifications
• Educational background and experiences unique to Black African American, immersion in the community and culture of the proposed work, and share a unique relationship with the African American Video Oral History Archive.
• Familiarity with XML schemas and the use of XML editors (such as XMetal or oXygen).
• Familiarity with the use of bibliographic information systems (such as Alma).

Application Procedures
Qualified candidates are encouraged to apply online at Visiting Archivist African American Collections. 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 April 21, 2016 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.

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.

Ranked among the top 25 Association of Research Libraries (ARL) in North America, Emory Libraries in Atlanta and Oxford, Georgia are comprised of 7 libraries, including the Robert W. Woodruff Library, which is home to the Stuart A. Rose Manuscript, Archives, & Rare Book Library; the Goizueta Business Library; and the Heilbrun Music and Media Library. Other libraries include the Atwood Science Commons, the Woodruff Health Sciences Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta. Other libraries at Emory include the Pitts Theology Library and the Hugh F. MacMillan Law Library.

Emory’s collections include more than 4.2 million volumes, 83,000-plus electronic journals, 704,535 electronic books, and internationally renowned special collections. The Rose Library is Emory’s principal repository for rare and special materials. Home to over 250,000 rare books and over 15,000 linear feet of manuscript material, Rose Library’s collections span more than 800 years of history—with particular depth in modern literature, African American history, and the history of Georgia and the South.
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).

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/.

Emory University is an equal employment opportunity and affirmative action employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.