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

Department: Stuart A. Rose Manuscript, Archives, & Rare Book, Emory Libraries
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Emory Libraries is seeking a Visiting Archivist for African American Collections in the Stuart A. Rose Manuscript, Archives, & Rare Book Library to participate in description, selection, instruction, and outreach activities for the African American collections. The Visiting Archivist will also have the opportunity to partner with various members of the Rose Library staff on projects to gain specialized knowledge and skills in cataloging, digital archives, preservation, and/or access system development. Responsibilities may include some collaborative projects with relevant local archives such as those in the Atlanta University Center Robert W. Woodruff Library.

Emory Libraries offers this position with the intention of providing training to African American archivists or archivists interested in working with African American collections and preparing them for a successful career in special collections and archives. 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 September 1, 2018.

Position Summary

Reporting to the Head of Manuscript Processing, the Visiting Archivist will gain experience in all aspects of archives and special collections librarianship by working in collaboration with professionals throughout the Rose Library and Emory Libraries as well as through professional development activities outside of Emory. The Visiting Archivist will work on a series of projects intended to develop expertise in the 8 competency areas for special collections professionals identified by the Association of College and Research Libraries (Collection Development, Description & Access, Information Technologies & Data Management, Instruction, Preservation & Conservation, Promotion & Outreach, Reference, and Management & Leadership). Arrangement and Description and Reference constitute the two core competencies in which the Visiting Archivist will work for the duration of the two-year appointment. In addition, the Visiting Archivist will complete six, four-month rotations through the additional competency areas, selecting projects according to their own interests and professional development goals.

The Visiting Archivist will have the opportunity to work closely with one or more Rose Library staff in each rotation. Prior to beginning the project, the Visiting Archivist, Head of Manuscript Processing, and staff partner will identify specific goals and learning objectives for the project and will meet regularly to evaluate progress. At the end of each rotation, the Visiting Archivist and staff partner will assess the project and collaboration to ensure that all learning objectives were met. Adjustments to the structure of the position can be made as necessary based on assessment feedback.
Key Responsibilities & Duties

CURATION
- Partners with curators on acquisitions, collection development plans and deaccessions; stewardship activities; inventories and the transportation of objects; exhibit research, writing and installation.

ARRANGEMENT AND DESCRIPTION
- 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.
- 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 records, which are included in both WorldCat and the library's local catalog.

REFERENCE SERVICES
- Provides reference assistance in person and by phone to Emory students and faculty, visiting scholars, and the public as needed and assigned.
- Participates in the Rose Library reference and reading room rotations, 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.

OUTREACH AND INSTRUCTION
- In close collaboration with Rose Library staff, plans and implements programs engaging communities with Rose Library collections.
- Coordinates with the digital curation team regarding the digitization of materials within the collections.
- May collaborate with curatorial and exhibit staff to support the development of exhibitions using Rose Library materials.
- Writes articles and blog posts about manuscript collections, especially upon completion of processing projects.
- Collaborates with research services and Emory faculty to plan, implement, and assess 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, EAD, DACS, and other archival descriptive standards.
- Knowledge of conservation and preservation needs of archival collections.
- 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.

**Preferred Qualifications**

- Background in African American history and culture.
- 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:

[https://faculty-emory.icims.com/jobs/21316/job](https://faculty-emory.icims.com/jobs/21316/job)

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 July 11, 2018 will receive priority consideration. Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes 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 7,839 undergraduates and 7,216 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 29,931 and an annual operating budget of $4.8 billion. Emory University received $574.6 million in research funding in 2016.

Ranked among the top 20 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 10 libraries, Emory’s collections include more than 4.4 million volumes, 156,766 plus electronic journals, 943,697 electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to more than 250,000 rare books and over 17,000 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 culture, and the history of Georgia and the South.

Emory Libraries staff, including student workers, number approximately 349 with an overall library budget of approximately $45 million. Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCH), 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 University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other campus libraries, include the Science Commons, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

– July 2017

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