Visiting Archivist for the Geoffrey Holder and Carmen De Lavallade Papers

Department: Collection Services
Salary: Commensurate with qualifications and experience
Position Availability: Immediately: 24-month Term Appointment

Position Summary

Reporting to the Head of Collection Processing, the Visiting Archivist leads the processing of the Geoffrey Holder and Carmen De Lavallade papers and creates descriptive tools for the collection including a MARC catalog record and Encoded Archival Description (EAD) finding aid. The Visiting Archivist is also responsible for 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 social media, contributions to Rose Library publications, and/or the creation of exhibits based on the project.

Geoffrey Holder (1930-2014) was a Trinidadian-American actor, voice actor, dancer, choreographer, singer, director, and painter. Carmen De Lavallade is an American actress, dancer, and choreographer. The Rose Library acquired the papers of the couple in 2018 and the collection includes art portfolios, awards and honors, books and periodicals, correspondence, ephemera, family papers, memorabilia, photographs, printed material, scripts, and audiovisual recordings.

Essential Responsibilities & Duties

ARRANGEMENT AND DESCRIPTION

- Arranges and describes over 300 linear feet of personal and professional papers of performers Geoffrey Holder and Carmen De Lavallade, includes art portfolios, awards and honors, books and periodicals, correspondence, ephemera, family papers, memorabilia, photographs, printed material, scripts, and audiovisual recordings.
- Analyzes collection and determines appropriate levels of arrangement and description for each component.
- Develops and implements work plans with proposed arrangement schemes and timelines, and adjusts or modifies as needed.
- Leads a team of graduate students to arrange and describe collection in accordance with current library and archival standards.
- Performs basic preservation work such as removing rusty metal hardware, unfolding and flattening documents, and transferring material to new, acid-free folders and boxes.
- Conducts appraisal of material within collections, a process by which the permanent, archival value of materials are evaluated.
- Writes finding aids for collection, 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.
- Creates MARC format bibliographic record for collection, which are included in both WorldCat and the library's local catalog.
- May also produce other descriptive tools such as local indexes as needed.
- Coordinates with the conservation unit regarding preservation issues with the collection.
- Works with Rose Library conservation liaison to send materials to the conservation unit.
- Coordinates recruitment, hiring, orientation, training, supervision, and evaluation of student employees.
- Coaches, mentors, and counsels student employees in order to develop students in a positive and proactive manner ensuring individuals have opportunity to develop broad knowledge of library operations and services as well specialized skills.
- Provides oral reports on the progress of the project on a bi-weekly basis.
- Provides written reports on the progress of the project on a periodic basis or as needed.

**REFERENCE AND SECURITY**

- 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.
- Occasionally answers written reference questions relating to collections of which the incumbent has special knowledge.
- Oversees reading room security by monitoring use of materials in the reading room as well as working with researchers of to explain the rules of care and handling for special collections material.
- Guides researchers through the completion of annual registration forms, manuscript use forms, and other paperwork.
- Provides occasional oversight for service providers working in secure, non-public areas of the Rose.

**OUTREACH AND PUBLIC PROGRAMMING**

- Coordinates with the digital curation team regarding the digitization of materials within the collection.
- May collaborate with curatorial and exhibit staff in the planning, curation, and design of exhibitions based on the collection that comprises the grant project.
- Writes articles and blog posts about manuscript collections, especially upon completion of processing projects.

**PROFESSIONAL RESPONSIBILITIES**

- Participates in appropriate professional and scholarly associations and organizations including maintaining membership and/or accreditation; attending meetings, conferences, workshops; and serving in appointed or elected positions.
- 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.
- Provides reference assistance to Emory students and faculty, visiting scholars, and the public as needed and assigned.
- Adheres to guidelines outlined in the *Handbook Governing the Librarian series for Faculty-Equivalent Librarians* to ensure appointment, appointment renewal and promotion-in-rank
- Participates in library and campus committees as appropriate for service purposes.

**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).
- One to two years of experience arranging and describing archival or manuscript collections in an academic library setting.
- 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**

Interested candidates should review the applications requirements and apply online at [https://faculty-emory.icims.com/jobs/46736/job](https://faculty-emory.icims.com/jobs/46736/job). Requisition/Job Posting # 46736

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 1/2/2020 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, minorities, people with disabilities and veterans.

**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.

 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.

**Diversity Statement**

Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and diverse recruitment and retention. We offer exhibits, collections, programming, and research assistance that speaks to the rich needs and identities of patrons from the Emory community and beyond. We encompass opportunities that strengthen these values. We invite you to bring your true self to the library and feel welcomed when you arrive.

**Emory University is an Equal Opportunity/Affirmative Action/Disability/Veteran Employer.**