UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one: Faculty____ Exempt ____ Non-Exempt ____ Other_x_

FOR LIBRARY HR USE ONLY – Position Number

Date Prepared: 5-22-2013 Division: CMSC
Prepared by: Laura Cleary Department: Special Collections
Reports to: Laura Cleary Position Title: Exhibits and Outreach Graduate Assistant

NATURE OF WORK:

The Exhibits and Outreach Graduate Assistant, GA, coordinates exhibits held in the Hornbake Library exhibit Gallery. The GA will work in a team environment with Special Collections Librarians, as well as other key staff across the University Libraries. This GA may also assist with other outreach initiatives including, but not limited to, small scale exhibit creation, social media, website revisions, and instruction.

DUTIES AND RESPONSIBILITIES (indicate % of time spent on job duties):

Exhibit 1 (in production) (50%)
The Graduate Assistant will prepare and submit digitization request and be involved in quality control for metadata creation. The GA will maintain a project tracking spreadsheet, schedule meetings using Microsoft Outlook, prepare meeting agendas and run meetings, if necessary. The GA will contribute to the research of the exhibit and write captions and summary information, as necessary. The GA may also work in coordination with the development officer to plan and host special events related to the gallery exhibit.

Exhibit 2 (post production) (50%)
The GA will assist with instructional opportunities that become available, related to the exhibit. This usually involves preparing a lecture or providing a tour. The GA may be required to coordinate instruction sessions with professors or
organizations, select materials to be used for the class and/or lead the instruction session, itself. In a similar way, the GA may coordinate tours of the exhibit and provide the tour, as necessary. This GA will provide event support, similar to duties described above. The GA will assist with the creation of a website, using HTML, CSS and potentially the content management system employed by UMD Libraries. This GA will be responsible for website updates, as necessary. The GA may be required to make regular contributions to social media accounts hosted by Special Collections or UMD Libraries, depending upon the requirements set forth by the exhibit lead. When appropriate, the GA will develop a LibGuide to support the exhibit, which may involve a bit of additional research and use of the LibGuides templates.

Other responsibilities (as time permits)
The GA will assist the Instruction & Outreach team with projects such as website maintenance, social media planning and creation, primary source instruction, and/or development of outreach materials or programs.

Graduate assistant will simultaneously be responsible for coordination of gallery exhibit responsibilities. Exhibits will rotate each summer.

- Exhibit 1 (in development) Digitization requests, metadata creation
- Project tracking
- Organizing meetings
- Content creation, as necessary
- Coordination with development officer

- Exhibit 2 (featured in the gallery) (50%)
  - Assist with:
    - Instruction
    - Tours
    - Event (project management)
    - Social media
    - Website
    - LibGuide

This GA would also assist with other outreach initiatives, such as small exhibit coordination and outreach campaign development/coordination.

**PHYSICAL DEMANDS:** None

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATIONS (Knowledge, skills, and abilities):**

**EDUCATION:**
**Required,** Bachelor’s Degree. Must be enrolled in a graduate program at the University of Maryland

**Preferred,** Enrolled in the MLS track for the iSchool

**EXPERIENCE** (Be specific, indicate the minimum years of experience and skills needed):

**Required:** Background in Arts & Humanities or related field; interest in special collections, museum studies or exhibiting;

**Preferred:** project management for ½ year or more

Employee’s Signature_________________________ Date____________

Print Employee’s Name______________________________________

Supervisor’s Signature_________________________ Date____________

*Note:  Asterisk indicates these are essential job functions.*

Rev 06/08/12