Title: Curator, Maryland & Historical Collections
Category: Librarian (Open Rank)
Department: Special Collections & University Archives
Benefits: 22 Days Annual Leave, 15 Days of Sick Leave, 3 Days Personal Leave, 15 Paid Holidays
Tuition Remission, Health, Dental, Vision, and Prescription

As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland Libraries serve more than 37,500 students and 4,200 faculty of the flagship College Park campus. The University of Maryland Libraries share the teaching, learning and research goals of the university. Its role as a key academic resource is evident in its service to the academic community and its actionable strategic plan. Recent membership in the Big Ten Academic Alliance is particularly meaningful to the University Libraries and will further propel the university’s ascendancy in academic excellence.

The University of Maryland Libraries, Special Collections & University Archives house premier research and teaching collections and pursues its mission in a collaborative, multi-faceted environment. The Curator of Maryland and Historical Collections has curatorial oversight over a rich collection area, which includes archival and manuscript holdings relating to the history and culture of the Maryland region (African-American history; agriculture; business history; the environment; family history and personal papers; cultural history, geography; newspapers; military history; politics and civic activities; women’s history); printed Marylandia; historic maps and photographs; historic preservation; women’s history and women’s studies collections; and other materials as determined by the collection policy.

The Curator has responsibility for building, maintaining, interpreting, and providing access to these collections that support the teaching and research missions of the University and the research community at large. The Curator has principal responsibility for a robust program for collection development, reference services, instruction, outreach and scholarly support. In addition the Curator assists colleagues with collection management activities, which include accessioning, descriptive access, digitization and preservation for materials in the collection area. As a faculty librarian, the Curator exhibits an active service profile and scholarly agenda.

QUALIFICATIONS:
● Must have thorough knowledge of archival theory and practice.
● Demonstrated ability to work effectively with others in an academic, collegial setting.
● Demonstrated excellence in oral and written communication skills and in assisting researchers in a special collections setting.
● Demonstrated ability to pay attention to detail.
● Demonstrated project management skills and effective problem-solving skills.
● Demonstrated ability to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints.
● Must possess a strong service orientation and the potential for professional contributions.
● Must have prior supervisory experience.

EDUCATION:
Required
● ALA-accredited Master’s degree in Library/Information Science with an emphasis on formal archival education and training; OR a master’s degree in history, American studies, or other relevant discipline with experience in archives, archival course work, or archival certificate.

Preferred
● Advanced degree in American history (in addition to a Master of Library/Information Science (MLS) degree from an ALA-accredited program.)
EXPERIENCE:

**Required**
- At least four years of prior work experience at the professional level in an archival repository.
- Proven experience in managing projects from scoping to delivery; ability to set timetables, meet deadlines, manage budgets.
- A thorough understanding of archival principles, practices, and archival processing, including the ability to evaluate materials as to historical value.
- Excellent oral and written communications skills and an ability to work independently and collegially.
- Public service skills, including work experience at a reference desk in an archives or special collections setting.
- Prior experience supervising student assistants, volunteers, and support staff.

**Preferred**
- Experience with major outreach initiatives, collection development, and fundraising.
- Experience working with special collections related to one or more of the following subjects: state of Maryland history and culture, women’s history/women’s studies, and/or historic preservation.
- Knowledge of preparation of instructional materials and exhibition planning and installation.
- Experience with digital initiatives and/or digital humanities projects.
- Knowledge of current preservation and conservation practices.
- Knowledge of current trends and research in American history.

For the full position description and faculty requirements, please go to [http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions](http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions).

Position is appointed to Librarian Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant’s experience and relevant credentials. Applicant must meet the Libraries’ requirements for promotion, which includes a commitment to professional development, service, and self-directed research, scholarship, and/or creative activities. For additional information, consult the following website: [http://www.president.umd.edu/policies/2014-ii-100b.html](http://www.president.umd.edu/policies/2014-ii-100b.html).

**APPLICATIONS:** Electronic applications required. Please apply online at [https://ejobs.umd.edu/postings/68779](https://ejobs.umd.edu/postings/68779). No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter, which includes the source of advertisement, a curriculum vitae, and names/e-mail addresses of three references.

Applications will be reviewed as they are received and accepted until May 12, 2019.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.