NATURE OF WORK:

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.

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

Reporting to the Director of Special Collections & University Archives, the Curator will implement a vision for Maryland and Historical Collections as a key destination for researchers within the State of Maryland and as a valued resource for regional, national, and international scholars. The Curator is responsible for the activities in the following areas:

Reference, Research Assistance, and Instruction (25%)
- Responds to reference queries and assists researchers with access to collections.
- Serves as the Libraries subject expert on primary sources related to Maryland history and culture, historic preservation, and women’s history/women’s studies.
- Provides collection- and subject-specific research consultation and mentoring for all levels of researchers, including providing advanced reference and instructional support.
- Serves in rotation with other Special Collections faculty and staff on the reference desk in the Special Collections reading room, the Maryland Room.
- Collaborates with faculty across the curriculum to incorporate resources from Maryland and Historical Collections into undergraduate and graduate course-based research
- Collaborates and consults with the Instruction & Outreach Leader in prioritizing, designing and assessing instruction initiatives and projects.

Engagement and Outreach (20%)
● Engages with faculty, students, and other researchers to promote use of the collections.
● Takes an active role on committees, task forces, and other groups within the Libraries.
● Collaborates with colleagues across the Libraries, the University, and the profession to organize innovative projects, exhibits, symposia, conferences, workshops, and other scholarly venues to promote research in the collections.

Collection Development (15%)
● Determines the major projects and initiatives for the collection area, in concert with other collection area members.
● Sets goals for collection development, which includes assessing collection strengths, opportunities for growth, drafting and revising collection policies.
● Identifies and interacts with potential collection donors and donor organizations.
● Manages the acquisitions budget, ordering processes, and purchasing of materials for the collection area, including interacting with manuscript and rare book dealers and individual sellers.
● Collaborates with subject liaisons in developing print collections and electronic resources in the General Collections and in developing general collection plans.

Stewardship and Fundraising (10%)
● Interacts with donors and cultivates new and potential donors of collection materials.
● Collaborates with the Libraries' Director of Development and other administrators in cultivating support for the collection area.
● Participates in the Libraries' programs for development, stewardship, and fundraising.
● Develops grant proposals with internal and external partners to promote access to and research use of collections.

Access to Collections (10%)
● In consultation with the Head of Access & Outreach Services in SCUA, assists with accessions of newly received materials.
● Consults with the Head of Access & Outreach Services in SCUA on processing activities in the collection area, including prioritizing, designing and assessing projects for inventorying, processing, arrangement and description, and providing information for abstracts, finding aids, and other descriptive outputs/tools.
● Identifies preservation priorities within the collection area in collaboration with the Head of Preservation.
● Identifies digitization priorities with the collection area in consultation with the Head of Access & Outreach Services in SCUA.

Service, Scholarship and/or Creativity (20%)
● Demonstrates focus on excellence and an ability to meet standards for professional contributions in the areas of service and scholarship for the Libraries, University, and the Profession.
● Constructs a scholarly and creative agenda that demonstrates continued growth as a professional.

Performs other duties, as assigned.

PHYSICAL DEMANDS:
Must be able to tolerate occasional dirty/dusty conditions and be able to reach, stoop, bend, lift, and move objects. Must be able to tolerate the stresses engendered in a multi-faceted, rapidly growing archives program responsive to a broad user base. Occasional local and regional travel in order to facilitate the transfer of collections to the Libraries may be necessary.

SUPERVISORY RESPONSIBILITIES:

Supervises the work of graduate assistants, hourly student employees, contract- or grant-supported personnel, interns, and volunteers, as needed. Directs the work of other staff in Special Collections as required.

QUALIFICATIONS (Knowledge, skills, and abilities):

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

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.

FACULTY REQUIREMENTS:
This position is appointed to Library 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. Library Faculty at the University of Maryland must demonstrate accomplishments and/or evidence of potential for future accomplishments in three areas: 1) librarianship, which includes the assigned area(s) of responsibility and professional development; 2) service, which includes participation in library, university, local, and national committees and professional organizations beyond the assigned area(s) of responsibility; and 3) research, scholarship, and/or creative activities, which includes self-directed inquiry and results dissemination to advance the state of the profession. Library faculty who are successful in meeting these criteria are awarded continuous employment in the form of Permanent Status. For additional information on faculty status at the University of Maryland Libraries, consult: http://www.president.umd.edu/policies/2014-ii-100b.html.

Employee’s Signature________________________  Date__________
Print Employee’s Name______________________________________
Supervisor’s Signature______________________  Date___________