NATURE OF WORK:

Curator, Gordon W. Prange Collection and Librarian for East Asian Studies

The University of Maryland Libraries seek dynamic and innovative applicants for the position of Curator of the Gordon W. Prange Collection and Librarian for East Asian Studies. The successful candidate will create and implement a vision for the Gordon W. Prange Collection, a world-renowned special collection of rare and archival materials that constitutes the most comprehensive collection of Japanese language publications issued in Japan during the post-World War II period of 1945-1949. The University of Maryland Libraries, in partnership with the National Diet Library of Japan, are engaged in large-scale digitization projects to preserve and improve access to this historically significant and unique collection. The Curator/Librarian will also be responsible for East Asian studies materials in the Libraries’ general collection, which includes over 80,000 monographs, periodicals and reference works in Chinese, Japanese and Korean languages. Particular strengths include humanities and social sciences with an emphasis on Chinese and Japanese history and culture in support of the research and curricular needs of faculty and students in East Asian Studies.

The Curator/Librarian will develop a robust program of collection development, research services, digitization, instruction, outreach, and scholarly activity to support these collections. In addition to managing these collections and related services, the successful candidate also will investigate opportunities and develop new directions for the scope of international collections in Special Collections & University Archives.

DUTIES AND RESPONSIBILITIES:

Reporting to the Director of Special Collections & University Archives (SCUA), the Curator, Gordon W. Prange Collection and Librarian for East Asian Studies will create and implement a vision for these collections as a key destination for researchers at the University of Maryland and among the international community of scholars.

Under the direction of the Director of SCUA and in coordination with the Director, Research and Learning and the Director, Collection Development Strategies, the Curator/Librarian is responsible for activities in the following areas:
Reference and research support: 15%

- Provides collection- and subject-specific research consultations and mentoring for all levels of researchers;
- Responds to reference queries and assist researchers with on-site access to the collections;
- Serves on a regular rotation on the reading reference room desk;
- Designs and delivers a program of collection-focused and subject-specific research services to support scholars at every level of expertise;
- Assists SCUA’s Access and Outreach Services unit in developing finding aids, reference works, research guides and other tools to facilitate access to and use of the collections.

Collection development and preservation: 20%

- Identifies and acquires published and archival materials for Prange and East Asia collections in consultation in relevant University faculty and staff in the Libraries;
- Designs and conducts a robust, ongoing program of collection assessment including periodic reviews of serials and database subscriptions;
- Surveys and monitors the condition of the collections and in consultation with the Libraries Preservation unit, develops preservation strategies and priorities;
- Creates and implements relevant collection policies for the acquisition, use, preservation, appraisal and dissemination of materials in the Prange and East Asia collections regardless of format or medium;
- Investigate opportunities and develops strategies for new areas for growth of international collections in SCUA.

Instruction: 15%

- Designs and delivers a program of collection-focused and subject-specific instruction sessions in support of the undergraduate and graduate curriculum in consultation with SCUA’s Instruction & Outreach staff;
- Collaborates with faculty across disciplines to incorporate resources from the Prange and East Asia collections into undergraduate and graduate course-based research

Engagement, outreach, development & donor stewardship: 20%

- Builds a research community around the collection through engagement with faculty, students and other researchers;
- Collaborates with the Libraries Development office to identify potential donors and cultivate support through ongoing stewardship activities;
- Administers programs and seeks funding to support research through fellowships and travel awards;
- Collaborates with colleagues across the Libraries, the University and the profession to organize symposia, conferences, workshops and other opportunities to promote research in the collections;
- Researches, designs and executes online and actual exhibitions about the collections;
- Develops grant proposals with internal and external partners to support collections.
Digital initiatives and support for digital humanities research: 10%

- Investigates and develops strategies for digital initiatives in consultation with SCUA’s Head of Access & Outreach Services;
- Sets priorities for identifying materials for digitization and dissemination to the public for research;
- Consults and negotiates with staff of the National Diet Library of Japan on collaborative digitization projects;
- Collaborates with the Maryland Institute for Technology in the Humanities to develop innovative tools that support digital humanities projects;
- Partners with internal and external partners on digital projects based in the Prange and East Asia collections that facilitate accessibility and discoverability and add intellectual content to the collections.

Scholarship & Service: 20%

- Demonstrates focus on excellence and an ability to meet standards for professional contributions in the areas of service and scholarship/creativity 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:

Work for this position occurs in McKeldin and Hornbake Libraries. 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 Gordon W. Prange Collections staff

QUALIFICATIONS (Knowledge, skills, and abilities):

Required

- Excellent Japanese and English language oral and written communications skills, including familiarity with honorifics and Japanese negotiation protocols.

Preferred

- Reading knowledge of Kyu Kanji and the ability to Romanize Japanese using the Hepburn system;
- Knowledge of Korean and Chinese.
EDUCATION:

Required

• Master of Library Science/Information Science degree, or an advanced degree in a related field plus relevant experience;

Preferred

• Formal education in archival studies or special collections librarianship;

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

Required

• Analytical problem solving skills, team building, and the ability to act proactively and innovatively with various constituencies;
• Proven experience in managing projects, ability to set timetables, meet deadlines, and manage budgets;
• Knowledge of Japanese software and online automated systems and their applications in East Asian language collections.

Preferred

• Two or more years professional experience in special collections or archives;
• Experience designing and delivering innovative instruction and outreach;
• Experience with donor cultivation, stewardship and external partnerships;
• Knowledge of copyright policies and intellectual property issues in special collections and archives;
• Knowledge of digitization practices, data curation, or digital preservation.

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__________

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