

JOB POSTING

Date: June 2008

Job Title: Librarian/Archivist

Supervisor's Title: Vice President of Museum Programs

Employees Supervised: Visual Resources Technician, Collections and Reference Assistant (in conjunction with the Collections Manager/Registrar), interns and volunteers

ORGANIZATION SUMMARY:

The Frank Lloyd Wright Preservation Trust, based in Oak Park, IL, operates two internationally known house museums and is recognized as a leader in the restoration and preservation of historic sites, education, research and museum retailing.

WORK OBJECTIVES: [Replaces Basic Function] Summarize the overall purpose of the position and the end results expected.

The Collections Librarian/Archivist oversees the preservation and security of and access to all artifacts and materials in the Preservation Trust's research and special collections. All responsibilities will be administered within the parameters of the policies and procedures established by the American Association of Museums (AAM), the Society of American Archivists (SAA) and the complimentary policies and procedures established by the Preservation Trust.

DUTIES:

1. Oversee delivery of reference services to the Preservation Trust's internal and external patrons. Assist scholars, authors, researchers, and staff with access to research and archival materials as required. Responsible for providing equality of access. Oversee reference and fee-based services for visual resources.
2. Manage Research Center operations and make recommendations to the Vice President of Museum Programs regarding improvements. Propose budget recommendations for Research Center projects and operations.
3. Recruit, train and supervise Visual Resources Technician, Collections and Reference Assistant, and Research Center interns and volunteers. Set performance expectations and evaluate staff on an annual or as needed basis. Actively participate in collections department and museum program division meetings.
4. Provide intellectual access to the Preservation Trust's archival, visual images and library holdings by creating format-appropriate finding aids and catalog records. Develop and implement digital initiatives to increase online access to visual resources, research and special collections materials. Work with the collections manager/registrar to ensure consistency of information between all collections software modules. Assess the effectiveness of the automation process and continue to seek current information regarding automation, metadata and digital standards for archival materials, visual resources, and library collection.

5. Catalog and process all research, visual resources and special collections materials. Train and supervise Visual Resources Technician, Collections and Reference Assistant, interns and volunteers to assist with processing to meet departmental goals.
6. Maintain a high quality of customer service and professional standards for the Preservation Trust's reference services. This responsibility will include identifying and employing recognized collection-specific descriptive authorities and metadata standards, ensuring the effective interoperability and potential for reuse of descriptive information used to catalog and process reference, visual resource and special collection materials.
7. Provide access to the museums and collections by giving tours, and working with the education department to identify appropriate research and special collection resources to support education and public program initiatives.
8. Make recommendations to the Assistant Curator and Vice President of Museum Programs regarding additions to the permanent collection of archival and special collections materials according to the policies and procedures set forth in the Preservation Trust's collections policy document.
9. Maintain positive relationships with existing donors to the research and special collections. Identify and develop opportunities for securing financial support of research and special collection projects and operations. Work with development staff to prepare funding proposals and with Vice President of Museum Programs to secure donations and financial support for collections.
10. Nurture ties with professional organizations and colleagues. Seek out and share current information regarding professional procedures, especially with regard to archival, special collections, visual resources, reference and library services with collections staff, interns, volunteers and Preservation Trust colleagues.
11. Assist with special projects or perform special assignments as directed by the Vice President of Museum Programs.

QUALIFICATIONS:

Master of Library Science degree with 2+ years experience cataloging and processing a variety of media including books, videos, photographs, slides, serials, archival materials and architectural records and artifacts. Some subject knowledge of late 19th and early 20th century architecture required. Command of SAA policies and procedures regarding archival and special collections management and artifact preservation. Understanding of digital preservation standards and basic familiarity with metadata standards for visual materials in a digital environment. Experience and proficiency using collections management databases, basic office and word processing software. Must possess excellent written and verbal communication skills and the ability to work collaboratively in a team environment with professional and paraprofessional staff and volunteers.

For more information about the organization, go to www.GoWright.org

TO APPLY

Email resume and cover letter to apply@gowright.org reference **Librarian/Archivist** in subject line

NO PHONE CALLS WILL BE ACCEPTED