



DATE ISSUED: 06/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Curatorial Archivist

JOB SUMMARY

The Curatorial Archivist is responsible for processing, arranging, describing, preserving, and increasing accessibility of archival and special collections materials. This position evaluates collections to determine if they have evidential, informational, and/or historical value, organizes, arranges, and describes content, and prepares collections for long-term storage. The Curatorial Archivist is responsible for the oversight and management of manuscript collections and writes policies and procedures, including collection standards and management of collection permissions. This position supports the University Archivist in carrying out the mission of the department and in administering and maintaining the University Archives, creates detailed finding aids and collection inventories that enable discovery, access, and retrieval, and develops communication resources and identifies opportunities to utilize collections with an emphasis on generating awareness among faculty. The Curatorial Archivist is responsible for the curation of exhibits in the library. The incumbent collaborates with departments and organizations across campus on special events and programs that feature special collections. This position educates students on primary resources and provides high level research services to scholars, educators, journalists, and filmmakers. Work is performed under limited supervision and performance is based upon completion of assignments and results obtains. The performance evaluation is conducted through the performance evaluations system and in accordance with the University Policies and Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Special Collections and University Archivist

Supervises: May supervise Student Assistants directly or indirectly

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Curates, researches, installs, assess, and deinstalls exhibits.

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- Establishes, refines and documents guidelines, policies, procedures, and workflows for archival processing and exhibit curation in accordance with best practices and national standards.
- Facilitates the creation/acquisition, processing, storage, and preservation of complex or hybrid materials in Special Collections (mixed print, digital, audio visual).
- Creates descriptive cataloging records.
- Creates finding aids, indexes, bibliographies, and other tools to aid scholars in accessing archival materials.
- Identifies materials needing preservation or conservation treatment and conduct basic level of repairs.
- Increases access to Special Collections materials through CONTENTdm, Repository@TWU, Gateway to Women's History, social media channels, and University websites.
- Conducts classes and orientations and participates in other outreach activities to promote and facilitate use of Special Collections by university faculty, students, and other researchers.
- Provides high level research support for patrons.
- Manages, develops, and tracks curatorial initiatives.
- Collects information for reports and presentations on usage of collections.
- Plans and executes short and long-range strategies.
- Contributes to the ongoing review of methodologies and their application to management of TWU Special Collections.
- Harvests web-based data related to holdings in Special Collections.
- Collaborates with the Director of Special Collections and University Archivist to support efforts to collect, document, and record University history.

ADDITIONAL DUTIES

- Manage the Special Collections LibGuides and other Springshare products.
- Provide graphic design and creative conceptualization as needed.
- Establish relationships with donors and community members who have an interest in special collections.
- Performs other duties as requested.

EDUCATION

Master's degree in Library Science from an ALA accredited institution required, with an emphasis in digital content or archives preferred. Coursework in digital curation, metadata creation, and archival theory, practice, and methodology recommended.

EXPERIENCE

Two years experience in related library service area or closely related field preferred. Experience with women's history, visual acumen, experience working with faculty, staff, and donors external to the libraries and a capacity to thrive in a changing environment desirable.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the University.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of classification standards, authority records, bibliographic standards including Dublin Core, AACR2 and DACS.
- Knowledge of best practices for managing and preserving special collections.
- Knowledge of archival practices and records maintenance skills.
- Knowledge of collection arrangement and preservation theory principles, practices, and methodologies.
- Exceptional interpersonal skills, high level communication skills including written and verbal, advanced presentation, customer service, and public speaking skills.
- Knowledge of Microsoft and Adobe software including Word, Excel, Access, and Publisher, Photoshop, InDesign, Illustrator.
- Ability to utilize computer technology to access, gather, compile, examine, arrange, and analyze data and generate reports and communicate with others.
- Ability to champion the benefits of preserving women's history especially manuscript collections, artifacts, ephemera, and digital assets including video, audio, and other electronic media.
- Ability to problem-solve and prioritize.
- Ability to implement short and long range goals.
- Ability to work creatively, collaboratively, and effectively as a team member and independently to promote teamwork within the organization and to maintain effective work relationships with a wide range of constituencies in a diverse community.
- Ability to organize work effectively, conceptualize and prioritize objectives, and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to handle multiple tasks simultaneously with accuracy and within stated deadlines.
- Ability to deal well within a fast-paced and changing environment.
- Ability to foster a cooperative work environment
- Ability to lead and train student assistants and to organize and schedule work assignments.
- Ability to maintain confidentiality of work related information and materials.
- Ability to occasionally perform overnight travel and flexibility to work weekends and evenings required.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee must have the ability to occasionally lift and/or move up to 50 pounds. Ability to occasionally perform overnight travel and flexibility to work weekends and evenings required.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex,

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sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.