

# UNIVERSITY *of* VIRGINIA LIBRARY

## **Associate University Librarian for Archives and Special Collections, & Director of the Harrison Institute at the University of Virginia**

The Library at the University of Virginia is looking for a leader in the field of special collections and archives, someone with vision and ambition equal to the depth and quality of the Albert and Shirley Small Special Collections Library. This person will be appointed Associate University Librarian (AUL) for Archives and Special Collections, and will also serve as Director of the Mary and David Harrison Institute for American History, Literature, and Culture.

This position reports to the Dean of the Libraries and University Librarian, and its occupant will be a member of the University's Academic General Faculty at the rank of Associate or Full Professor, and a member of the Library's Senior Leadership Group. The AUL for Archives and Special Collections will oversee rapidly growing and actively used collections, supported by substantial endowments. Under new leadership, the Library is at the very beginning of a capital campaign, preparing for strategic planning, anticipating a renovation of the main library building, and reimagining the digital humanities.

### **Responsibilities:**

The responsibilities of this position include:

- Working with the dean of libraries to set the strategic direction of the University's archives and special collections.
- Managing a diverse and dedicated staff that includes three curators, an archivist, a research archivist, an exhibitions coordinator, a librarian and archivist of Virginiana, two rare book catalogers, two manuscript processors, three reference librarians, a director of operations, and a stacks supervisor. Currently vacant positions include the University Archivist, a reference librarian, an instruction librarian, and a special collections acquisitions expert. Additional temporary or permanent hiring could include manuscript processors, Rare Book catalogers, and an archivist for architectural drawings.
- Collaborating with the dean of libraries and colleagues from across the University to lead the public programs, fellowships, and exhibitions of the Harrison Institute, the companion humanities unit that shares the special collections building.
- Overseeing the operations of the Small Special Collections Library and Harrison Institute including reference and instructional services; events and exhibitions; promotion, marketing and outreach activities; collections management and processing; development of digital projects; budgeting and personnel management; fellowship program administration, and space planning.
- Working with the University Librarian and the Library's Advancement team to play a major role in developing and stewarding donor interest in Special Collections or Archives.

- Setting priorities for collection development in special collections and archives; identifying and initiating new collecting areas in support of the University's evolving research and teaching mission.
- Working with other Library departments and staff to develop funding, priorities, technical infrastructure, and workflows in support of increased dissemination of digitized special collections.

### **Collections, Facilities, and Organizations:**

The Albert and Shirley Small Special Collections Library is housed in a 73,000 square-foot underground facility that opened in 2004. It holds more than 16 million rare objects including not only manuscripts and books, but also broadsides, photographs, audio, and video. The collection also includes early printings of the Declaration of Independence, Dickens' writing desk, and Jefferson's handwritten catalog of the University's original library collection. Virginia's collections are particularly strong in American and British literature, the history of Virginia and the southeastern United States, the history and archives of the University of Virginia, sporting books and manuscripts, World War I, bibliography and book arts (including fine press books, miniature books, pop-up books, artists' books, and typography). The AUL for Archives and Special Collections also oversees the University Archivist, who keeps the archival record of the University.

The Mary and David Harrison Institute is dedicated to enhancing knowledge and understanding of American history, literature, and culture, from its earliest beginnings to the current day, especially through the use of original sources. The Harrison Institute offers three highly competitive fellowship programs: the Lillian Gary Taylor Fellowship in American Literature, the William A. Elwood Fellowship in Civil Rights and African-American Studies, and the Mary Lacey Long Wolfe Fellowship in Rare Materials. It also manages the Flowerdew Hundred Collection, a large set of rare materials from a unique archaeological site in Virginia that has been home to 10,000 years of human habitation.

The Archives and Special Collections at the University of Virginia benefit in many ways from the presence of and partnerships with related organizations, including the library's own Digital Production Group, its Content Stewardship unit, and its Scholars' Lab, as well as library tenants including the Rare Book School, the Institute for Advanced Technology in the Humanities, the Washington Papers, the Madison Papers, the Bibliographical Society of UVA, and SHANTI (Sciences, Humanities and Arts Network of Technological Initiatives).

The AUL for Archives and Special Collections would also have the opportunity to work closely with Rare Book School, an educational not-for-profit organization affiliated with the University of Virginia that serves as a leading institute for the study of written, printed, and born-digital materials. With its distinguished international faculty, RBS is a mainstay of professional development for rare book librarians, and a premier venue for bibliographical education.

## **Qualifications:**

Strong candidates for this position will have a clear vision of the future of archives and special collections in university research and teaching, a background in the history of the book and archival administration, as well as a terminal professional degree in librarianship (for example, in the United States, a Master's degree in library/information science). Candidates should also have a second advanced degree in a relevant discipline, at least five years of experience in guiding and developing staff, significant research contributions, and a track record of successful grants. The best candidates will be able to speak knowledgeably with passionate collectors and donors, advocate effectively for Archives and Special Collections with peers and superiors, and engage intellectually with faculty, students, and visiting researchers.

## **About the University of Virginia:**

UVA ranks as one of most important universities in the nation. A vigorous, modern, and student-centered institution, UVA is animated by the forward-looking spirit of its founder, Thomas Jefferson. A UNESCO World Heritage Site, the University's Lawn was designed as a model for cross-disciplinary residential education that would cultivate the leadership and innovative thought needed for an emerging nation. The University's eleven schools, many ranked at the top of their fields, offer more than 230 undergraduate and graduate degrees to approximately 15,000 undergraduates and 6,000 graduate students. A second campus, located in the Appalachian Mountains, offers a liberal arts education to approximately 2000 undergraduates. The University's FY2016 annual expenditure budget is \$3 billion, and its endowment now exceeds \$6 billion. Sponsored research awards total more than \$285 million from all sources, including federal and state agencies, industry, and private foundations. UVA is currently ranked as the No. 1 public university by Business Insider, No. 2 best national public university by U.S. News and World Report, and No. 3 best public college value in the nation by Kiplinger. The University has over 215,000 highly successful alumni located in all 50 states and 172 countries around the world.

## **About Charlottesville:**

Charlottesville consistently ranks as one of the top places in the country for quality of life, and was recently named America's happiest city. Situated amid the foothills of the Blue Ridge Mountains and about a hundred miles south of Washington, D.C., the greater Charlottesville region offers visitors a thriving community and a lively scene for arts and culture.

## **Information for Candidates:**

Emailed inquiries to the Dean of the Libraries are welcome: please send those to [unsworth@virginia.edu](mailto:unsworth@virginia.edu). Salary for this role will be between \$120,000 and \$140,000 per year, and benefits will be competitive. For more information regarding benefits, please visit: <http://www.hr.virginia.edu/hr-for-you/faculty/fac-benefits/>

For more information on the position and how to apply, please visit: <https://executivesearch.virginia.edu/search/associate-university-librarian-archives-and-special-collections-director-harrison-institute> or contact Joni Louque at [jonil@virginia.edu](mailto:jonil@virginia.edu).

*The University of Virginia is an equal opportunity and affirmative action employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.*