

Outreach and Public Services Archivist

Posting Details

Position Details

Title	Outreach and Public Services Archivist
Appointment Status	Tenure Track
Department	IU Bloomington Libraries
Location	Bloomington

Position Summary

The Archives of Traditional Music seeks a dynamic, collaborative, and service-oriented individual to be the Outreach and Public Services Archivist at the Indiana University Bloomington Libraries.

Founded in 1820, Indiana University Bloomington has grown from a small state seminary into the flagship campus of a great public university with over 48,000 students and almost 3,000 faculty. Innovation, creativity, and academic freedom are hallmarks of IU Bloomington and its world-class research and arts contributions. The campus covers over 1,800 wooded acres and is distinctive for its park-like beauty and an architectural heritage inspired by local craftsmanship in limestone.

The Indiana University Bloomington Libraries (<http://www.libraries.iub.edu>) are among North America's leading academic research library systems. The IUB Libraries provide substantial collections, quality service and instructional programs, and leadership in the application of information technologies. The IU Libraries system consists of twenty libraries on the Bloomington campus, five in Indianapolis, and a library at each of the other six campuses across the state. The collections support every academic discipline on campus and include more than 9.9 million books, journals, maps, films, and audio/visual materials in more than 430 languages. Users can access more than 400 databases, 60,000 electronic journals, 1.4 million electronic books, and locally developed digital content.

The IUB Libraries are active members of regional and national associations and consortia, including the Committee on Institutional Cooperation (CIC), the Association of Research Libraries (ARL), the Digital Library Federation (DLF), and is a founding member of HathiTrust, a shared digital repository.

Located in the Cook Music Library, the Archives of Traditional Music (ATM) is an audiovisual archive that documents music and culture worldwide. With over 100,000 recordings that include more than 2,700 field collections stored in a climate-controlled facility, it is one of the most extensive university-based ethnographic media archives in the United States. Its holdings cover various audio-visual formats, including various audio-visual formats, its holdings cover various cultural and geographical areas, vocal and instrumental music, linguistic materials, folktales, interviews, and oral history. ATM is seen as a leader in ethnographic field collections.

RESPONSIBILITIES

Reporting to the Associate Director for Access and Learning in the Cook Music Library, the individual in this position will oversee the processing, access, and use of the collections and work closely with students and faculty in many departments across the university and researchers worldwide.

- Prioritize processing and digitization of collections and provide access to collections within the IU Libraries' strategic plan context.
- Formulate strategic priorities for outreach and public services.
- Provide leadership in identifying and managing the long-term preservation of and access to electronic records.
- Develop, prioritize, and participate in new and innovative approaches for effective outreach and reference services
- Monitor historically significant cultural, organizational, and social developments for their potential to drive or inspire archival research or instructional activities.
- Acquiring, appraising (including prioritizing), processing, preserving, and providing effective access to historically significant records in all formats
- Work closely with IU Libraries' engagement and events staff & academic departments to devise public engagement and promotion activities that will encourage the use of the collections for scholarship, research, and enjoyment.
- Collaborate with librarians in Research and Instruction Services departments to ensure that instructional activities and research support services are provided.
- Work with faculty to integrate the Archive of Traditional Music's collection into course assignments.
- Build partnerships across campus and disciplines that serve the university community by exploring and promoting archival and special collections.
- Contribute & engage with professional expertise, knowledge, and experience to local, state, regional, and national or international professional organizations.
- Perform original research and disseminate the results through publication and presentation in scholarly venues.
- Participate in instruction, reference assistance, and development of collections
- Manage special projects related to University Archives collections, including digitization of selected materials and creating exhibitions.
- Facilitate tours of archival collections and services
- Participate in outreach programming.
- Duties also entail analyzing statistical reports and tracking user engagement.
- May participate in donor relations and grant proposals as appropriate.
- Promote the IU Libraries culture of diversity and inclusion and support the values outlined in the IUB Libraries Diversity Strategic Plan

Basic Qualifications

Applicants are encouraged to think broadly and communicate how their skills and experiences transfer to the qualifications in ways that may not be obvious.

Required

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- ALA-accredited master's degree in library or information science; candidates with an advanced degree in a relevant subject and appropriate experience in an academic setting will also be considered
- Strong leadership skills, which include the ability to inspire, motivate, and guide a team towards achieving shared goals
- Demonstrated commitment to fostering an environment of equity, diversity, and inclusion
- Excellent interpersonal and communication skills and the ability to work in a collegial, collaborative work environment and maintain positive professional working relationships with faculty members, supervisor, peers, and subordinates
- Knowledge of and experience creating and designing instructional materials in traditional and new formats
- Ability to assist faculty in the use of Archives resources in undergraduate and graduate curricula and actively engage with faculty, instructors, and other IUB librarians as partners in programmatic integration of information
- Strong public service orientation
- Ability to meet the requirements of a tenure-track position at the IU Libraries (<https://libraries.indiana.edu/bloomington-library-faculty#panel-about>)

Department Contact for Questions

Questions regarding the position or application process can be directed to: Jennifer Chaffin, Director of Human Resources, Libraries Human Resources, Herman B Wells Library 205, Indiana University, Bloomington, IN 47405 – Phone: 812-855-8196 – Fax: 812-855- 2576 – Email: libpers@indiana.edu. Expected start date: May 1, 2024. Please note that this date is flexible.

Additional Qualifications

Preferred

- Experience in an archival environment
- Experience with conducting ethnomusicological/ethnographic research and/or using ethnographic collections
- Experience in handling audiovisual materials
- Evidence of an ongoing record of professional development contribution
- Demonstrated ability to handle multiple responsibilities in a rapidly changing environment
- Knowledge and understanding of key issues and trends that affect archives, academic libraries, and higher education

Salary and Rank

\$62,000 - \$65,000 per year

Special Instructions

Review of applications will begin immediately. Applications received by March 18, 2024, will receive full consideration, but the search will remain open until filled. Interested candidates should review the application requirements and submit their application at <https://indiana.peopleadmin.com>. Questions regarding the position or application process can be directed to: Jennifer Chaffin, Director of Human Resources, Libraries Human Resources, Herman B Wells Library 205, Indiana University, Bloomington, IN 47405 – Phone: 812-855-8196 – Fax: 812-855- 2576 – Email: libpers@indiana.edu. Expected start date: May 1, 2024. Please note that this date is flexible.

For more information about Indiana University Bloomington, go to <https://www.indiana.edu/>. For information about working and living in Bloomington, Indiana: <https://vpfaa.indiana.edu/work-life/index.html>

Indiana University is an equal employment and affirmative action employer and a provider of ADA services. All qualified applicants will receive consideration for employment based on individual qualifications. Indiana University prohibits discrimination based on age, ethnicity, color, race, religion, sex, sexual orientation, gender identity or expression, genetic information, marital status, national origin, disability status, or protected veteran status.

"Before a conditional offer of employment with tenure is finalized, candidates will be asked to disclose any pending investigations or previous findings of sexual or professional misconduct. They will also be required to authorize an inquiry by Indiana University Bloomington with all current and former employers along these lines. The relevance of information disclosed or ascertained in the context of this process to a candidate's eligibility for hire will be evaluated by Indiana University Bloomington on a case-by-case basis. Applicants should be aware, however, that Indiana University Bloomington takes the matters of sexual and professional misconduct very seriously."

For Best Consideration Date

03/18/2024

Expected Start Date

05/01/2024

Posting/OAA

IU-100789-2024

Supplemental Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Curriculum Vitae
2. Letter of Application
3. List Of References

Optional Documents