Head of Preservation Services

The University of Miami Libraries seeks nominations and applications for a creative, innovative professional to serve as leader for preservation services. Under the direction of the Associate Dean for Collection Strategies and Scholarly Communication, the Head of Preservation Services is responsible for the operation and further development of a comprehensive preservation program for the UM Libraries. The Head of Preservation Services will oversee and coordinate all preservation/conservation efforts, including the management of general collection care activities, the conservation lab, disaster/emergency planning and recovery, environmental monitoring, integrated pest management, education and outreach efforts, exhibition and digitization support activities; collaborates in digital preservation activities.

UNIVERSITY: The University of Miami is one of the nation’s leading research universities in a community of extraordinary diversity and international vitality. The University is a privately supported, non-sectarian institution, located in Coral Gables, Florida, on a 260-acre subtropical campus. The University comprises 11 degree granting schools and colleges, including Architecture, Arts and Sciences, Business Administration, Communication, Education, Engineering, Law, Medicine, Music, Nursing, and Marine and Atmospheric Science (www.miami.edu).

THE LIBRARY: The University of Miami Libraries (www.library.miami.edu) rank among the top research libraries in North America with a collection of over 3.6 million volumes and 95,631 current serials titles, including 93,682 electronic journals. The Otto G. Richter Library lies in the center of the Coral Gables campus and serves as the central library for the University. Other University of Miami libraries include the Paul Buisson Architecture Library, the Judi Prokop Newman Business Information Resource Center, the Marta & Austin Weeks Music Library, and the Rosenstiel School of Marine and Atmospheric Science Library. The University also has independent medical and law libraries. The Libraries provide support and services for approximately 11,273 undergraduates, 5,501 graduate students, and 13,576 full and part time faculty and staff. Excluding the independent libraries, the University Libraries employ 68 professional and 80 support staff and are a member of ARL, ASERL, CLIR, CRL, NERL, OCLC Research Library Partners, HathiTrust, APTrust, DPN, SEFLIN and Lyrasis.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Performance

- Provides leadership and direction for a comprehensive preservation program, including defining needs, establishing goals, objectives and plans, and managing budget allocations in support of preservation activities;
- Supervises, evaluates, develops and mentors the activities of support staff and student assistants in the provision of collection care, conservation, and binding [currently 2 FTE staff and 3-5 students];
- Collaborates with the Associate Dean for Collection Strategies, subject liaisons, and special collections curators and archivists to develop preservation plans for all collections and set preservation/conservation priorities;
- Provides and/or coordinates preservation assessment surveys of the collection; maintains statistics, and compiles narrative and statistical reports as needed;
Oversees the repair, restoration, and preservation of materials from special and general collections; develop policies and procedures for preparation of special collections material for exhibit and digitization using best archival and conservation practices.

Continues staff and user education training program for proper materials handling for both special and general collections.

Collaborates with Digital Strategies staff on management of all phases of the life cycle of the Libraries’ digital assets, to preserve and provide long-term access to them;

Monitors environmental conditions of collection and exhibit areas and oversees a pest management program;

Manages the Libraries disaster response plan for collections and electronic resources, coordinates recovery efforts, and develops training programs for library response teams.

Other duties may be assigned.

Service

Networks, collaborates and actively participates in local, regional, national, or international organizations regarding preservation issues.

Represents and promotes the University of Miami Libraries in local, state-wide, regional, national, or international organizations, as appropriate.

Serves on/participates in Libraries and University organizations, committees, task forces, and teams as appropriate.

QUALIFICATIONS

Required:

- Master’s degree from an ALA accredited program or foreign equivalent.
- Minimum 2 years of experience in a preservation or conservation program at a major academic institution.
- Demonstrated knowledge of the life cycle management of digital assets; an understanding of issues related to digital formats, media, and migration, along with an aptitude for quickly mastering technical topics.
- Successful administrative, budget management and supervisory experience.
- Strong leadership skills and ability to work independently, collaboratively, and in teams within the Library and University.
- Demonstrated effective oral, written, and interpersonal communication skills.
- Demonstrated commitment to user-centered library service and the ability to work flexibly and creatively in a changing and fast-paced environment with a culturally diverse population.
- Demonstrated project management, organizational, analytical, and problem solving skills.
- Evidence of continued professional development, involvement, and contribution.

Desired:

- Knowledge of or experience with issues related to digital formats, media, migration, and preservation.
- Knowledge or experience in non-print media preservation, with an emphasis on photographic materials.
- Experience planning and managing grant-funded projects.
SALARY AND BENEFITS: Compensation will be competitive and commensurate with experience and qualifications. This is a non-tenure track faculty appointment at the Librarian Assistant or Associate Professor rank. The position offers a comprehensive benefits package including: TIAA-CREF; medical and dental insurance; life, disability, and long-term care insurance available; tuition remission; 13 paid holidays; and 22 days annual vacation. Additional employment benefits available include credit union; Employee Assistance Program; bookstore, and sporting event discounts; optional fee-based membership in a state-of-the-art wellness center, and no state or local income taxes. More information on benefits can be found at: https://umshare.miami.edu/web/wda/benefits/2015/Summaries/Faculty.pdf

APPLICATIONS AND NOMINATIONS: Review of applications will begin immediately and continue until the position is filled. Applications and nominations will be accepted until a suitable candidate is selected. Applications should be submitted electronically and must include a letter of interest, curriculum vitae and the names of three references. The references will not be contacted before the appropriate time. Send nominations and applications to:

Human Resources Manager
Otto G. Richter Library
University of Miami
P.O. Box 248214
Coral Gables, FL 33124-0320
e-mail: richter.recruiting@miami.edu

The University of Miami is an Equal Opportunity Affirmative Action Employer. The University has a strong commitment to diversity and encourages applications from candidates of diverse cultural backgrounds.