Head of Preservation Strategies

The University of Miami Libraries seeks nominations and applications for a creative, innovative professional to serve as leader for preservation. Under the direction of the Associate Dean for Collection Strategies, the Head of Preservation Strategies is responsible for the operation and further development of a comprehensive preservation program for the UM Libraries. The Head of Preservation Strategies will oversee and coordinate all preservation/conservation efforts, including the management of general collection care activities, the conservation lab and services, disaster/emergency planning and recovery, environmental monitoring, integrated pest management, education and outreach efforts, and exhibition and digitization support activities. The incumbent collaborates in digital collection preservation activities; the incumbent will also be a team member on a four-year Mellon grant which brings together the University’s Libraries and Art Museum to explore opportunities for collaboration in service to the academic community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

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 a Conservator, technical staff, graduate fellows and student assistants
• Identifies potential grant resources; in collaboration with the Libraries Administration, develops grant proposals for library preservation and conservation projects
• 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
• In close collaboration with the Conservator, oversees traditional print conservation services. Provides administrative oversight and support for operations focused on the conservation, exhibition, digitization, and overall preservation of materials from special and general collections based on current archival and conservation practices
• Coordinates preservation assessment surveys of the collection; maintains statistics, and compiles narrative and statistical reports as needed
• Coordinates staff and user education training program for proper materials handling for both special and general collections.
• In collaboration with the Head of Digital Production and the Heads of distinctive collection units, provides support for assessment, stabilization of collections selected for digitization, and logistics for outsourcing
• Collaborates with Digital Strategies and Web and Application Development staff supporting digital preservation on management planning for all phases of the life cycle of the Libraries’ digital assets, to preserve and provide long-term access to them
• Monitors environmental conditions of collections and exhibit areas and works with Facilities to resolve any pest issues

• 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; a relevant master’s degree with experience in preservation will also be considered

• Minimum 2 years of experience in a preservation or conservation program

• Training in library collection preservation. Knowledge of the treatment of print library materials and comprehensive knowledge of preservation practices, issues, and emerging trends.

• 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:

• Experience with preservation of digital resources.

• Knowledge or experience in non-print media preservation, with an emphasis on photographic materials.

• Experience planning and managing grant-funded projects.
UNIVERSITY: The University of Miami (www.miami.edu) 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 comprising eleven degree granting schools and colleges. The University is located in Miami, Florida, with three locations throughout the subtropical region: Coral Gables (a 260-acre campus serving as home to nine of the University’s eleven degree granting schools and colleges); downtown Miami (Miller School of Medicine and UHealth); and Virginia Key (Rosenstiel School of Marine and Atmospheric Science). The University is considered among the top tier institutions of higher education in the U.S. for its academic excellence, superior medical care, and cutting-edge research. The University is committed to attracting a talented workforce to support our common purpose of transforming lives through teaching, research, and service. Through commitment to the values of Diversity, Integrity, Responsibility, Excellence, Compassion, Creativity and Teamwork (DIRECCT), the University strives to create an environment where everyone contributes in making UM a great place to work. By 2025, the University’s goal is to reach its greatest aspirations through realizing four defining visions with eight major initiatives. For more information, please visit the University of Miami’s “Roadmap to Our New Century” at http://president.miami.edu/roadmap/about/index.html.

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 3.7 million volumes and 104,330 current serials titles, including 102,726 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 Marine and Atmospheric Science Library. The University also has independent medical and law libraries. The Libraries provide support and services for approximately 10,849 undergraduates, 5,952 graduate students, and 14,746 full and part time faculty and staff. Excluding the independent libraries, the University Libraries employ 66 professional and 72 support staff and are a member of ARL, ASERL, CLIR, CRL, DLF, NERL, OCLC Research Library Partners, HathiTrust, APTrust, SEFLIN, IFLA, IATUL and Lyrasis.

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: http://hr.miami.edu/benefits-and-wellness/index.html.

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. On-line applications should be submitted here 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.

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.