



Archives & Special Collections Engagement and Outreach Librarian
University Library System
University of Pittsburgh

The Archives & Special Collections (A&SC) seeks a dynamic individual for the position of Engagement and Outreach Librarian who will manage outreach activities to the University and its departments and units, as well as the greater Pittsburgh community through programming, exhibitions, and social media initiatives that make use of A&SC collections. Reporting to the Coordinator of Special Collections, the position will also actively participate in the University Library System (ULS) undergraduate instruction activities and the programming for the soon-to-open Book Lab.

- Coordinate outreach activities including tours and visitations, offer engaging presentations on a variety of topics, and develop programming that highlights A&SC collections to a variety of University and community groups including, but not limited to, the Allegheny Intermediate Unit (AIU), Pitt's Community Engagement Centers, OSHER Lifelong Learning Institute, and the Pitt Alumni Association.
- Assist in developing and delivering effective library instruction sessions to University of Pittsburgh students as well as Pittsburgh's K-12 teachers and students through faculty partnerships and partnerships with other on-campus organizations.
- Participate in the instruction efforts of the Archives & Special Collections Department to educate undergraduate students and other researchers in successfully engaging with primary sources, rare books, and manuscripts, including the programmatic support of the planned ULS Book Lab.
- Manage all aspects of the A&SC exhibitions program (including physical, pop-up, and digital exhibits). Coordinate the schedule for a variety of exhibit activities in A&SC including documentation, design, installation, programming, and de-installation. Work with other A&SC staff to facilitate exhibition inception and installation as well as with University/community groups such as the Office of Undergraduate Research on designing thematic exhibitions highlighting student work with A&SC collections. Collaborate with the ULS Web Services and Communications Department and the ULS Events Coordinator on logistics and publicity for programming and exhibitions.
- Manage all social media activities for A&SC to showcase student work with A&SC collections and raise awareness of collections and events happening within the Department.

- Provide high quality general and subject-specific reference and research support on demand and promoting library services and collections by appointment, email, social media, or by other means during regularly scheduled hours.

Librarians at the University of Pittsburgh are members of the faculty and are expected to demonstrate continuous professional development in addition to performing their specific responsibilities. This expectation includes such activities as participating in and contributing to departmental, library and campus-wide committees or working groups as well as the profession at a regional, national, and/or international level, maintaining a broad awareness of current and emerging issues that affect their particular areas of expertise, participating in relevant publishing and presentation opportunities, and pursuing knowledge of professional trends and developments that can be applied to evolving research, services and collections. Approximately 10% of the librarian's time should be directed toward such activities and will be included as part of the annual evaluation.

Specifically, the incumbent in this position is expected to:

- Keep abreast of and contribute as appropriate to current developments in the profession, especially as they relate to integrating primary source literacy into the curricula.
- Contribute to the profession through publications, presentations, teaching, and other professional activities
- Seek out appropriate roles in professional associations, research and/or publication on the regional, national and international level
- Participate actively in ULS and campus-wide working groups and committees, as appropriate

Required Qualifications

- ALA-accredited MLS/MLIS or equivalent advanced degree
- Minimum of two years of prior employment in a library or archive institution is necessary.
- Strong interpersonal and public communication skills
- Demonstrated teaching proficiency and presentation skills
- Proven experience in managing multiple projects and leading project teams
- Excellent written and oral communication skills
- Demonstrated experience using social media in a professional or library setting
- Excellent interpersonal skills and ability to communicate effectively within and outside of the library with diverse faculty, staff, library users, and community members

Preferences:

- Working knowledge of WordPress, Omeka, and Scalar is preferred.
- Supervisory experience is preferred.
- Subject expertise or knowledge in collection-related strengths including literary collections, history of the book; performing arts; politics and civic activity; popular culture; science, technology and medicine; social activism; and urban development.
- Teaching/instruction experience in an academic library setting

The University of Pittsburgh Library System

The University of Pittsburgh's University Library System (<https://www.library.pitt.edu/>) is a member of the Association of Research Libraries and contains over 4.7 million print and electronic volumes, including access to over 300,000 journals and 570 databases. The University Library

System (ULS) consists of 14 libraries and employs 75 faculty librarians and 103 staff. In addition to the ULS, the University of Pittsburgh includes libraries for the health sciences and law school.

The ULS stands at the center of intellectual life at the University of Pittsburgh, fostering connections and knowledge creation and dissemination that help faculty, students, and researchers from around the world to excel in research, scholarship and creative expression. It supports and enhances faculty and student productivity through its extensive collections, innovative Open Access publishing, and user-centered focus.

The ULS has recently enacted a major organizational realignment and is currently aggressively hiring in many areas of strategic priority, including research support, digital scholarship and creation, entrepreneurship and innovation, as we are repositioning our services to respond to and anticipate changes in research, teaching, and learning. We are also in the midst of a top-to-bottom renovation of Hillman Library, the central library of the University of Pittsburgh campus which saw 1.9 million visitors in FY17. The reinvented Hillman (<https://library.pitt.edu/hillmanreinvention>) will be a light-filled home to spaces, from vibrant to serene, for digital making and exploration, showcasing unique collections, advancing academic study, and fostering energetic, collaborative exchange.

This is an exciting time to join the Pitt library system and contribute to envisioning the library of the future.

The University of Pittsburgh

Founded in 1787, the University of Pittsburgh (<http://www.pitt.edu/>) is one of the oldest institutions of higher education in the United States. Today Pitt is an internationally recognized center of learning and research, strong in the arts and sciences and the professions. Pitt serves approximately 32,000 students, including more than 9,000 graduate students, in the 16 schools at the Pittsburgh campus and the four regional campuses. Pitt attracts, on average, more than \$700 million in research funding every year. It is also one of the nation's top producers of Fulbright students and scholars for the 2017-18 academic year (according to the U.S. Department of State's Bureau of Educational and Cultural Affairs), and is among only 16 institutions in the country to be named a top producer in both the Fulbright U.S. Student and Scholar programs. In 2018, for the second consecutive year, the Wall Street Journal/Times Higher Education College Rankings named Pitt as the best public university in the Northeastern United States.

The City of Pittsburgh

The city of Pittsburgh is located in the foothills of the Allegheny Mountains in Southwestern Pennsylvania. Consistently ranked as one of the most livable cities in the United States, Pittsburgh is recognized for its natural beauty and unique blend of cultural, education, and technological resources. Additional information on the city of Pittsburgh can be found at:

<https://www.visitpittsburgh.com/>

Salary: Commensurate with experience. Comprehensive benefits package including one-month vacation per year; excellent benefit plans; TIAA/ Vanguard; and tuition assistance.

Successful candidate will meet the criteria for appointment at the rank of Librarian I or II, and will be hired within the Non-Expectation Stream on an initial 3-year renewable contract. For further information, please see the *Guidelines for Faculty Librarians: Appointment, Review, Promotion, and Appeal*

(<https://www.library.pitt.edu/sites/default/files/pdf/jobs/ULSGuidelinesforFacultyLibrarians2019.pdf>)

To apply, submit letter of application and CV with the names/addresses/phone numbers of three professional references via email to: Sharon McMasters, Personnel Coordinator (sam989@pitt.edu)

Visa sponsorship is not offered with this position.

Review of applications will begin immediately and continue until position is filled; primary consideration will be given to those received by November 18, 2019.

The University of Pittsburgh is an Affirmative Action, Equal Opportunity Employer and values equality of opportunity, human dignity, and diversity. EEO/AA/M/F/Vets/Disabled