



Working Title: Exhibits Librarian

Department: Special Collections Research Center

Title/University Classification: Assistant or Associate Librarian

Hours/Week: 40

The Exhibits Librarian in the Special Collections Research Center has responsibility for scheduling, management, development, design, and production of exhibits featuring Special Collections Research Center collection material. The Exhibits Librarian is also responsible for managing the center's social media presence and for providing support for online exhibits, oversight of exhibit loans, and design and editorial assistance in the production of brochures and other incidental Special Collections Research Center publications. The Exhibits Librarian reports to the Director, Special Collections Research Center.

- Manages and coordinates the wide variety of activities associated with the production of exhibits of Special Collections Research Center collection material.
- Collaborates with curators and others to determine exhibit objectives, develop design and presentation strategies, and ensure that aesthetic and interpretive goals are met.
- Contributes to the preparation and proofreading of exhibition text; provides design and layout for, and oversees the production of, labels, banners, posters, panels, etc.; and works with conservation staff to design and prepare mounts and supports for collection material.
- Assists with installation and takedown of exhibits, especially the hanging or mounting of facsimiles, labels, banners, case fabric, etc.
- Promotes and strategizes our social media presence.
- Solicits proposals for exhibits and maintains exhibits calendar.
- Develops, manages, and promotes online exhibits for the Special Collections Research Center.
- Oversees legal and logistical arrangements for materials borrowed from or loaned to other institutions for exhibition or display.
- Provides design and editorial assistance in the production of promotional material and incidental publications.

The Exhibits Librarian will have the opportunity to take on some collection-related responsibilities, which will be assigned according to the interest and the expertise of the individual and the needs of the Special Collections Research Center. These

responsibilities include developing, interpreting, and promoting Special Collections Research Center collections and helping students, faculty, researchers, and others make effective use of them.

Participates in service delivery, policy development, and priority setting for the Special Collections Research Center; serves on Library, University, and other committees, task forces, etc. as needed and appropriate; and is expected to be active professionally.

Required Qualifications

- [ALA-accredited](#) master's degree or equivalent combination of a relevant advanced degree and experience
- Experience working with special collections material.
- Familiarity with trends, issues, standards, and best practices in the description, care, management, and exhibition of special collections material.
- Excellent interpersonal and oral and written communication skills.
- Excellent organizational, time, and project management skills.
- Demonstrated ability to work cooperatively in a diverse, dynamic, team setting.
- Understanding of the value of diversity and the importance of inclusion as demonstrated through a commitment to apply and incorporate the differences, complexities, and opportunities that diversity brings to an organization.

Desired Qualifications

- Experience working with publication design and image management software.