

POSITION: Outreach Archivist

DEPARTMENT: Richard B. Russell Library for Political Research and Studies

PURPOSE AND SCOPE:

The Outreach Archivist is responsible to the Head of the Access and Outreach Unit of the Richard B. Russell Library for Political Research and Studies for managing all aspects of exhibit research, development, production, and promotion including supervision and coordination of interns and guest curators; developing and maintaining an active schedule of public programs; handling all incoming and outgoing loans of material for exhibit purposes; overseeing the operation and maintenance of the Russell Library Gallery; providing reference services for Russell research contacts and instruction for classes and groups; and participating in the Russell Library's online outreach and social media initiatives, and managing the Web presence of the Exhibits and Events sections of the Russell Web site. This position works closely with Head of Access and Outreach and the Director on special and ongoing projects and use of programming endowment funds. Additionally provides curatorial and design assistance on a consulting basis to Georgia Capitol Museum staff.

The Richard B. Russell Library for Political Research and Studies is a department within the University of Georgia Libraries, which reports to the University Librarian and Associate Provost and which serves as a center for research and study of the modern American political system, with particular emphasis on the role of Georgia and that of the U. S. Congress. The Russell Library seeks to document fully the dynamic relationship of politics, policy, and culture—where public interest intersects with the three branches of government at the local, state, regional, national, and international levels—through the papers, archival records, and material culture of individuals and organizations. The Russell Library is also dedicated to developing and presenting public programming and educational materials that facilitate and encourage research, raise public awareness of the Library and its collections and services, and provide learning opportunities for the communities it serves. The Russell Library pursues alliances and opportunities for collaboration with individuals and organizations that advance its mission. The Russell Library is a founding member of the Association of Centers for the Study of Congress and is a primary partner and official repository for the Foot Soldier Project for Civil Rights Studies, a collaborative project dedicated to documenting and chronicling the experiences and perspectives of lesser known participants in the civil rights movement in Georgia.

The Russell Library staff consists of the Director (department head), seven archivists, and three staff positions and is responsible for acquiring, preserving, and making available permanent historical records according to archival standards and procedures and for providing reference assistance to a variety of patrons. The Outreach Archivist is a member of the Libraries' faculty.

DUTIES AND RESPONSIBILITIES:

Exhibits:

* Manages all aspects of the Russell Library's exhibit program including supervising interns, guest curators, students, and volunteers in conducting original research, developing exhibition scripts, designing and fabricating graphics, installing exhibition objects and graphics, managing all incoming and outgoing loans for traveling exhibits, overseeing fabrication and mounting of exhibits including working with outside vendors or contractors, maintaining the object/exhibit rotation schedule for all gallery spaces, managing publicity for exhibits by serving as the primary contact for media outlets on and off campus, and participating in the development and logistics of associated public programs.

Events:

*Participates in the development, management, logistics, and evaluation of all Russell Library public events; cultivates campus and community partnerships; Prepares publicity and engages with media contacts; works with vendors and event partners; trains and supervises the work of events interns, student assistants, or volunteers; attends public programs of Russell Library or arranges for appropriate representative to serve in his or her stead.

Communication:

*Contributes to the Russell Library's online communication through development and coordination of content about exhibits and events for the Russell Library's Web site and blog as well as its social media presence on Facebook, Twitter, and Instagram. Also develops content for the newsletters of the Special Collections Libraries and of the UGA Libraries. Manages the Exhibits, Events, and Visit pages of the Russell Library Web site by editing content and liaising with the UGA Libraries Web site manager.

Tracks visitation and usage statistics for the Russell Library Web site. Serves as primary information resource for the Russell Library on museum-related issues and trends through review of professional literature and participation at professional conferences. Participates in library-wide communication by reading, responding to, and initiating information transmitted via GRAPEVINE (the Libraries' listserv), and other communication tools and attending appropriate library-wide or departmental meetings and asking questions, seeking clarification, or initiating discussion on library issues.

Instruction and Reference:

Promotes the Russell to users and potential users through knowledgeable, efficient, and courteous assistance. Participates in outreach and instructional activities for the department to encourage use of Library's collections and services by providing instructional classes and reference conferences. Provides orientation to Russell Library collections and services; provides tours to individuals and groups as needed. Provides reference service to patrons in accordance with policies and procedures of the

department; Staffs reference service points in the Russell Research Room and the Special Collections Libraries Reference Desk as scheduled. Builds and maintains knowledge and awareness of the strengths and scope of Russell Library collections as well as of related materials at other institutions. Uses archival and bibliographic discovery tools to assist patrons with research, Ensures effective record keeping and work flows by utilizing the online patron management system Aeon.

Supervision:

*Supervises independent curators, graduate student interns, student assistants, and volunteers using the protocols and systems established by the University of Georgia Libraries. Provides training and mentorship that encourages clear communication and fosters and shared goals, and which yields knowledge, productivity, and dependability.

Planning and Assessment:

Contributes to the mission of the Russell Library, and the Libraries as a whole, by participating in meetings, planning, program review, the development and evaluation of policies and procedures, strategic planning, the development of special projects and functions, participates in planning, use, and tracking of programming endowment funds; and grants writing for the department as assigned. Tracks visitation and usage patterns in the Russell Library using current database tools and compiles data as needed for reports and assessment. Increases the quality of individual contributions to the Department and enhances the regional and national status of the Libraries by participating in continuing education and professional development activities. Maintains flexibility and awareness of changes in department by assuming other duties and responsibilities as assigned. Contributes to the library by participating in committees or other work as appropriate.

**=Essentials duties of the position.*

QUALIFICATIONS:

Required Qualifications:

Master's degree with concentration in museums studies or public history and, within 5 years, ACA certification required for continued employment; Two years of exhibition development experience in a museum or archives at the professional or graduate intern level. Demonstrated commitment to scholarship, standards, and practice of archives-centered public service and outreach; excellent oral and written communication skills; demonstrated ability to manage complex, time-sensitive projects in a team environment; excellent interpersonal skills and the ability to collaborate with other departments, as needed; one year of experience with instructing users effectively individually or in a classroom setting; proficiency with archival search strategies and awareness of archival and bibliographic databases; working knowledge of current archival standards and practice; working knowledge of historical research methodology; working knowledge of social media platforms as tools for effective promotion and communication for exhibits and events.

Preferred Qualifications:

Background in modern southern history and/or southern culture and strong grounding in applied or public history preferred; significant coursework or working knowledge of managing or coordinating all aspects of archives-centered exhibitions and events; demonstrated ability with public speaking and meeting facilitation preferred; Fluency in Adobe Photoshop, Adobe InDesign. Working knowledge of editing, proofreading, and writing for promotional and popular audiences preferred.