



## Special Collections Director

The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to [www.georgiahistory.com](http://www.georgiahistory.com).

**Position Summary:** The role of the Special Collections Director is to lead, plan, manage, and oversee a private library and archival collection and to ensure the provision of high-quality reference services to patrons. The Special Collections Director works closely with other senior leaders as well as the Executive Vice President and the President to ensure that the work in the library and archives is in keeping with the culture and strategic goals and objectives of the institution. As a GHS senior leader, this position will cultivate a positive and collaborative culture leading by example, fostering an environment of communication and accountability, and complying with institutional mandates.

**Responsibilities Include** (incumbent may perform other duties as assigned):

**Percentage of Role - 35%:**

Direct and participate in the management and support of Research Center staff including hiring, training, retention, motivation, termination, and evaluation. Properly onboard new team members including training of Research Center staff in GHS policies, procedures, and other library and archival matters. Plan and conduct Research Center staff meetings. Ensure productivity and deadlines are being met and staff are held accountable. Handle staffing issues in consultation with senior leadership and Human Resources.

**Percentage of Role - 25%:**

Serve as the team lead for library and archives and the primary contact and expert for the institution in these areas. Ensure high quality reference and information services, donor relations, and acquisitions management. Determine the services needed, the most effective way to provide them, and the resources necessary to support them. Recommend system improvements as needed. Recommend, develop, revise, implement, maintain, and oversee the institution's archival and library policies and procedures. Direct the development and maintenance of archival collections, books, microfilm, artifacts, and other library materials. This responsibility includes activities like establishing goals, developing work plans, monitoring statistics, managing facilities, and supervising on a day-to-day basis. Provide leadership with regard to creation and implementation of "best practices" in library and archival management and administration, consulting others in the field as appropriate. Present special programs and instructional activities to extend library services and facilities across the state.

**Percentage of Role - 15%:**

In coordination with the Director of Finance and Administration, work with others in the development, repair, and maintenance of the facilities ensuring that leadership is apprised of the condition of the building. Make recommendations as to the priority of maintenance projects. Develop strategic facility goals with senior management. As needed, monitor construction and renovation projects which support strategic goals.

**Percentage of Role - 10%:**

Working closely with senior staff to plan and set goals and objectives for the future of the Research Center which are responsive to and conform to the institution's mission, goals, and objectives. Lead in the communication of Research Center needs to senior management. Prepare narrative and statistical reports for the Board of Curators, President/CEO, EVP/COO, and funding agencies. Provide staff support to the Board of Curators by assisting

with meetings, preparing reports, and implementing policy decided by the Board. Relay developments in the Research Center division to senior management on a regular basis.

**Percentage of Role - 10%:**

Draft or review proposals, solicitations, fundraising promotional materials, grant reports, etc., related to funds for the Research Center as needed. Make recommendations for the annual departmental budget and present and articulate budget requests. Administer and control the expenditure of departmental fund allocations within the constraints of approved budgets. Oversee the collection of fees and charges.

**Percentage of Role - 5%:**

Oversee administration of copyright compliance and contractual commitments. Supervise the utilization and maintenance of technology to deliver, monitor, and enhance Research Center service. Oversee the continual development of the Research Center's web page so that it is an instrument for service delivery, information exchange, and public awareness. Oversee events, temporary loans, equipment repair, and facilities management.

Performs other related duties and tasks as assigned by senior management.

**Supervisory responsibilities:** This position directly supervises archival and reference teams. The position may work closely with consultants including conservators and appraisers as needed.

**Qualifications:**

*Knowledge, skills and abilities:* Position requires adaptability and emotional maturity and intelligence in a demanding and fast-paced environment and an employment history that reflects tenure and stability. Comfort working selflessly behind the scenes for the good of the institution. Thorough knowledge of the principles and practices of archival (primary) and library (secondary) functions. Demonstrated ability to administer the activities of a library and archives, to supervise the work of others, and to make decisions utilizing available resources and manage competing priorities. Proven ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public. Must have demonstrated exceptional personal and communication skills that indicate an ability to communicate effectively with a wide range of people. Knowledge of current archival arrangement and description standards and relevant descriptive standards as well as knowledge of computer standards and applications in archives and libraries. Ability to work independently and manage highly sensitive material in a confidential and secure manner. Must be able to attend evening events as required. Participation in professional archival or library associations, and other professional organizations to remain current on developments and advancements in archival studies, preservation, conservation, library science, public administration, and training required. Must possess initiative, good judgment, discretion, and foresight and be able to perform well under pressure.

*Education:* Master's Degree in Library Science from an accredited college or university with archival concentration preferred. Candidates with a Business degree in addition are highly preferred.

*Experience:* A minimum of ten years of progressively responsible library and/or archival administration experience including at least six years in a supervisory capacity and five years in the supervision of a major department in a large archival facility or as a director of a smaller one. Education and experience with archival collections is highly preferred. Experience working in a historical society or special collections library is preferred.

**Physical Requirements:**

Must have the ability to alternate between sitting and standing for extended periods and walk frequently. Must be able to reach with hands and arms, lift and carry objects up to 50 pounds occasionally, and use hands to manipulate objects including a keyboard/mouse and GHS collection material. Must have good vision and hearing to perform tasks like reading documents and communicating with colleagues, donors, patrons, and the general public in person and over the phone. Must be able to ascend and descend ladders while carrying objects, ascend

and descend stairs and work in semi-confined spaces. While performing the duties of this job, the employee may be regularly required to reach, stoop, and kneel to reach materials at various angles and locations occasionally. Must provide staff support with an annual event requiring additional work hours and advanced walking, standing, reaching, lifting, and carrying materials. This annual event will require an ability to hear accurately to interact with the public, demonstrate clarity of vision, judge distance and space relationships, and identify and distinguish colors.

To Apply:

Send cover letter, resume, and confidential salary requirements to:

Special Collections Director

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: [jobs@georgiahistory.com](mailto:jobs@georgiahistory.com)

*No phone calls please*