



The Mary Coutts Burnett Library at Texas Christian University seeks an experienced and innovative Director of Special Collections to lead a department of six employees. Reporting directly to the Dean, the Director will be part of the library's administrative team, assisting with planning, budgeting and personnel management. The Director will contribute to the overall mission of the library by collaborating with colleagues in a team based environment.

The Department's strengths include 19th century English literature, Judaica, maps, children's literature and archival collections such as the Speaker Jim Wright Collection, the Amon G. Carter Collection and TCU's Digital Collections. Manuscripts from colonial Spanish America are an area of recent growth. The Director will encourage growth, access and use of the collection; will coordinate public programs and exhibits that contribute to the cultural and academic atmosphere of the university; and will evaluate potential gift collections. The Director develops TCU's identity for its specialized research collections, aligning collections, services, programs and outreach.

Working with University Advancement, the Director will further donor cultivation; will assist with Friends of the TCU Library programming; will create faculty partnerships benefitting the public and the campus community; and will work directly with researchers using the collections, leading instructional sessions and developing presentations to showcase Special Collections.

The Director provides leadership for digital initiatives, particularly acquiring born digital material; identifies and implements new methods of departmental operations and services within a changing technological environment; works with the archivist to coordinate transfer of electronic and hard copy records from administrative and academic departments and from student organizations; and implements standards-based maintenance measures.

Requirements: Masters in Library Science (ALA Accredited) or advanced degree in a related field; 5 years progressively responsible library experience with at least 2 years supervising employees and substantial experience in academic libraries. Successful candidates will have proficiency with archival and special collections operations including experience with digitization projects, along with relevant technology and

metadata standards (such as Archives Space, DSpace, XML, EAD, and Dublin Core). The successful candidate will have experience with donor relations, successful grant funding, public programming and event planning. The successful candidate will have the ability to train and lead staff; strong communications skills; knowledge of customer service techniques and be skilled in using Microsoft Office and library discovery tools.

Desired skills, knowledge and experience: second graduate degree, working knowledge of a European language other than English, teaching experience with primary materials, knowledge of intellectual property issues related to special collections and archives, and knowledge of disaster preparedness and recovery planning.

[Texas Christian University](#) is a private, doctoral granting university with an enrollment around 10,000 students. The [Mary Couts Burnett Library](#) has a staff of 60, and a collection that includes over 2 million books and audio-visual materials. Located 45 miles west of Dallas, the Fort Worth metro area has a population nearing a million people and is home to internationally recognized museums, numerous performing arts organizations, a vibrant downtown with an active night life, and two national historic districts. Information about benefits and applications is available on the TCU Human Resources web site at: <http://www.hr.tcu.edu/> Applications received by May 31, 2018 will be given first consideration.

To apply, please visit:

https://tcu.iGreentree.com/CSS_External/CSSPage_Referred.ASP?Req=2018-123

TCU is an AA/EEO employer. Posted May 2018