



DIRECTOR, RESEARCH CENTER

The Georgia Historical Society

We believe in the value of history
We believe that public knowledge of our past is fundamental to our future
We believe our shared history is what binds us together as Americans

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.

In 1733, the Georgia Trustees founded the 13th colony on the noble principle of *Non Sibi Sed Aliis*, “Not for Self, but for Others.” Founded with this same motto in 1839, the Georgia Historical Society has grown into a nationally-recognized research and educational institution. Through nearly 180 years, that commitment to others and to the future remains at the heart of our mission.

Interested candidates are encouraged to learn more about the institution by going to our website at www.georgiahistory.com.

Savannah

Home to the GHS Research Center, Savannah, Georgia is considered one of America’s most beautiful cities to visit and call home. Founded in 1733, it is Georgia’s First City and has been recognized for its commitment to historic preservation and to hospitality. It is consistently named one of the “world’s friendliest cities” by *Condé Nast Traveler* readers.

While Savannah is steeped in history, it is also a vibrant and active city. It enjoys a wonderful arts and culture environment with twice as many art galleries per capita as New York City. Its proximity to the water allows for fishing, boating, paddle boarding, kayaking, and beach exploring on a year-round basis. Savannah has a semi-tropical climate that enjoys an annual average temperature of 66° F.

Savannah has a cost of living which is below the national average (92.0). The community offers a variety of neighborhoods and affordable housing.

Building for the Future

As GHS embarks on a multi-million-dollar renovation of the Research Center beginning in 2019, the Director of the Research Center will be directly involved in the process of coordinating the work of both paid staff and contractors. The \$3.5 million renovation and expansion of the GHS Research Center will provide more space for storage and processing of archival materials; ensure the conservation, usefulness, and accessibility of GHS’s extraordinary archival and library collections; and maintain the historically-significant structure, one of the oldest purpose-built library buildings in the United States, in which these collections are housed and used by the public. The renovation will greatly enhance the way GHS fulfills its mission to collect, examine, and teach Georgia and American history by improving the institution’s ability to collect, preserve, and make accessible the documents, photographs, artifacts, and other primary source material that form the building blocks of all scholarly research and study,

Position Summary

The role of the Director of the Research Center 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 Director of the Research Center works closely with the Executive Vice President and the President to ensure that the work in the library and archives is in keeping with the strategic goals and objectives of the institution.

Major job duties and responsibilities

- Serve as the team leader for library and archives and the primary contact/expert for the institution in these areas.
- Ensure high quality reference services, donor relations, and acquisitions management.
- Working closely with senior staff, plan and set goals and objectives for the future of the Research Center. Determine the services needed, the most effective way to provide them, and the resources necessary to support them. Develop system improvements as needed.
- Make recommendations for the annual departmental budget and administer and control the expenditure of departmental fund allocations within the constraints of approved budgets. Prepare narrative and statistical reports for the Board of Curators, President, and funding agencies.
- Direct the development and maintenance of archival collections, books, microfilm, artifacts, and other library materials. Develop, revise, implement, maintain, and oversee the institution's policies and procedures; draft and recommend needed policy and fee updates. Provide leadership with regard to creation and implementation of "best practices" in library and archives 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.
- Work with others to direct in the development, repair, and maintenance of the facilities. Develop strategic facility goals with senior management. Monitor construction and renovation projects which support the strategic goals.
- Participate 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.

Supervisory responsibilities

Directly supervises two Archivists and a Reference and Cataloging Librarian. There are also two Reference Assistants as part of the Research Center team. The position works closely with consultants including conservators and appraisers as needed.

The Ideal Candidate

The ideal candidate will have a thorough knowledge of the principles and practices of archival and library functions with demonstrated ability to administer the activities of a library and archives, to supervise the work of others, and to make decisions in an environment of limited resources and competing claims. He/she will have the proven ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public. Exceptional personal and communication skills are a must as well as the 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 is necessary. The successful candidate will have the ability to work independently and manage highly sensitive material in a confidential and secure manner while possessing initiative, good judgment, and discretion.

A Master's Degree in Library Science from an accredited college or university with archival concentration preferred with six to ten years of progressively responsible library and/or archival administration experience including at least four years in a supervisory capacity and five years in the supervision of a major department in a large library or as a director of a smaller library. Education and experience with archival collections as well as experience working in a historical society or special collections library are highly preferred.

To Apply

Send cover letter and resume to:

Director Research Center

Georgia Historical Society

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Email: jobs@georgiahistory.com

No phone calls please