



## DIRECTOR, RESEARCH CENTER

### Position Summary

The Georgia Historical Society is seeking an experienced and innovative Director of the Research Center who will serve as the team leader for the library and archives. 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.

### 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. In 1733, the Georgia Trustees founded the 13<sup>th</sup> 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. GHS now houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. For nearly 180 years, that commitment to the public good and to future generations remains at the heart of GHS's mission.

As an educational and research institution, GHS teaches Georgia history through educational programs, scholarly publications, and research services. It publishes the award-winning *Georgia Historical Quarterly*, manages the state's Historical Marker Program, and organizes the annual K-12 education program *Georgia History Festival*. In addition, GHS was recognized with two Emmy awards for its work in producing the daily television and radio program *Today in Georgia History* (in partnership with Georgia Public Broadcasting).

GHS is also responsible for managing and maintaining a library and a research archives. Located in historic Hodgson Hall, the Research Center preserves an extraordinary collection of Georgia history, including more than 4 million manuscripts, 100,000 photographs, 30,000 architectural drawings, 15,000 rare and non-rare books, and thousands of maps, portraits, and artifacts. The Georgia Historical Society's vast collection includes such treasures as an original draft of the U.S. Constitution, records related to the Cherokee Removal and Trail of Tears of 1836; and the correspondence of national figures such as U.S. presidents Thomas Jefferson and Andrew Jackson, Confederate General Robert E. Lee, and Girl Scout founder Juliette Gordon Low. The Georgia Historical Society's Research Center is a preeminent research facility for American and Georgia history.

### 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 involved in the process of ensuring the safety and temporary housing of the collection as well as ensuring archival needs and standards are met in the updated facility. The \$3.5 million renovation and expansion of the

GHS Research Center, which recently received a major grant from the National Endowment for the Humanities, 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.

Interested candidates are encouraged to learn more about the institution and the Research Center by going to [georgiahistory.com](http://georgiahistory.com).

## **Savannah**

GHS is headquartered in Savannah, Georgia, which is considered one of America's most beautiful cities to visit, live and work. 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. The Savannah College of Art and Design (SCAD), recognized internationally for its extensive curriculum, attracts faculty and students from around the world. With its semi-tropical climate and proximity to the ocean and river, Savannah is a year-round home for a wide range of sports and recreation including fishing, boating, paddle boarding, kayaking, and beach exploring.

Savannah is a very affordable city with a cost of living slightly below the national average.

## **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 at least six to eight years of progressively responsible library and/or archival administration experience including at least three 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 an electronic copy of a cover letter, resume and contact information for three references to [jobs@georgiahistory.com](mailto:jobs@georgiahistory.com)

Or hardcopies to:

GHS Director Research Center  
Georgia Historical Society  
104 West Gaston Street  
Savannah, GA 31405

*No phone calls please*