



## **MANAGER OF ARCHIVAL AND REFERENCE TEAM**

### **The Georgia Historical Society**

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. Interested candidates are encouraged to learn more about the institution by going to our website at [www.georgiahistory.com](http://www.georgiahistory.com).

As GHS completes a multi-million-dollar renovation of the Research Center, the Manager of the Archival and Reference Team will be directly involved in the process of managing and coordinating the work of the archival and reference team. The \$4.5 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 GHS collection is comprised of five million manuscripts, documents, photographs, rare books, architectural drawings, articles, and other materials.

### **Position Summary**

The role of the Manager of the Archival and Reference Team is to actively supervise and manage all day-to-day operations of the Research Center and to ensure the provision of high-quality reference services to patrons. The Manager of the Archival and Reference Team works closely with the Director of Programs and Executive Vice President to ensure that the work in the library and archives fits within the broader work of the institution. He/she is responsible for maintaining the highest standards of collections management and cataloging, ensuring the archive meets current standards and is in line with GHS's Collections Policy.

### **Major job duties and responsibilities**

- Manages and oversees the day-to-day archives/library practices, policies, and procedures and directs the work of team members regarding the acquisition, arrangement and description (cataloging), preservation and holdings maintenance, reference, records management, technology, physical plant, security, and outreach.
- Manages long-range planning for archival and library practices, technology, preservation, security, maintenance, outreach, and collaboration with other institutions as appropriate.
- Supervises and directs the activities of team members including setting processing, cataloging, and other internal goals. Sets short and long terms goals for the team and monitors those goals to ensure targets are achieved. Provides direction and evaluates the work of the department's staff and facilitates their professional development.
- Establishes and oversees completion of institutional goals for processing and cataloging metrics; measures and reports on progress and productivity regularly.
- Initiates projects requiring outside funding and participates in fundraising or grant writing activities.
- Determines the research value of the documents or library materials offered to the Research Center in collaboration with staff historians and accepts donation of material that fits the mission of the institution

according to the Collections Policy. Works with donors to secure materials in collaboration with other senior team members.

- Tracks and prepares statistical reports for user demographics, reference transactions, reading room visits, collection use, events, instruction, and online interactions.
- Ensures the institution's policies and procedures are being followed; drafts and recommends needed policy, fee, or other updates.
- Presents special programs and instructional activities to extend library services and facilities across the State.
- Works with others to direct the development, repair, and maintenance of the facilities. Develops strategic facility goals with senior management. Monitors maintenance projects which support the strategic goals.
- Participates 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 archival and reference staff. The position works closely with consultants including conservators and appraisers as needed.

### **The Ideal Candidate**

The ideal candidate will have a strong background in managing and providing leadership with thorough knowledge of the principles and practices of archival and library functions and 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 competing priorities. 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. 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.

### **Education and Skills**

Master's degree in Archival Management, History, Library Science, or related field with six to ten years of progressively responsible professional archival experience, including strong supervisory experience. Experience should include five years of oversight of a major department. Education and experience with archival collections as well as experience working in a historical society or special collections library are highly preferred. Experienced team leaders and project managers within other disciplines are also encouraged to apply.

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 preferred.

### **Working Conditions**

- Physical Demands: Ability to lift/move up to 30 lbs. (approximately) overhead.
- Type: Express or exchange ideas by means of spoken word and to perceive nature of sounds. Ability to hear accurately to interact with the public. Demonstrate clarity of vision; judge distance and space relationships; identify and distinguish colors. Ability to perform tasks concurrently. Ability to perform administrative duties, typing, filing, bending over to low files, reaching high files, climb ladders. Work

involves sitting most of the time, but may involve walking, standing, reaching, lifting, and carrying heavy materials for brief periods of time.

- **Work Schedule:** Ability to work at least 40 hours per week; including evenings, weekends, and holidays. Hours are primarily Monday through Friday 9:00 am to 5:30 pm. Ability to work additional hours as business needs demand.
- **Equipment Used:** computer, scanner, printer, telephone, photocopier, fax machine, calculator, and other office equipment. May use ladder or cart in archival storage, processing, or research areas.
- **Safety Hazards:** Medium hazards. General office working conditions except may need to climb ladder to access historical materials.

**To Apply**

Send cover letter and resume to:

Manager of Archival and Reference Team

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*