



Title: Director of Special Collections

Date Printed: 03/22/2018

Job Posted On: 03/12/2018

Posting Expiration Date: 04/17/2018

Work Location: Reno, Nevada,

---

## Description

The University of Nevada, Reno Libraries seeks an experienced professional for Director of Special Collections to shape the future of the department and its programs. The Special Collections department includes the University Archives. The Director also has oversight for the Basque Library, with the largest Basque collection outside of the Basque Country.

Special Collections houses a wide array of manuscripts and collections in many formats, and a rare books and book arts collection illustrating the history and printing of books. Research strengths are in Nevada and western history, culture, and the environment; mining and railroad history; Great Basin Indians; and women in Nevada. It includes a large collection of regional oral histories and papers of politicians. Special Collections is the recipient of former Senator Harry Reid's papers, documenting his 30-year career in the U.S. Senate, including service as Senate Minority and Majority Leader. This important collection of primary research materials, including print and electronic documents, brings national attention to the department.

Reporting to the Dean of Libraries, the Director is responsible for the planning, implementation and promotion of a wide range of departmental initiatives. The successful candidate will have demonstrated management success and the ability to work effectively with individuals with diverse backgrounds, opinions, and orientations. The candidate will be knowledgeable in current and emerging archival, access, and digitization standards, practices, and technologies. The Libraries emphasize excellent organizational, communication and interpersonal skills; a strong service orientation; collaboration and teamwork; the ability to manage change; and the desire to actively engage in campus and community outreach activities to promote the collections and build partnerships with diverse stakeholder groups.

---

## Required Skills

## Required Qualifications

- Master's degree from an ALA accredited program in library/information science, or equivalent degree program.
- Five years minimum of progressively responsible experience working in special collections or archives in a university or research library, including at least two years supervising staff.
- Evidence of scholarship and participation related to special collections and archives and a commitment to continued scholarly and professional activities.

**Demonstrated knowledge and experience with:**

- Archival information systems such as Archives Space, Archon or Archivists' Toolkit
- Digital formats and standards such as XML, EAD, and Dublin Core
- Metadata best practices and control for special collections and archives&
- Project planning and management
- Managing collections in a variety of formats, including manuscripts, maps, photographs, audio and digital files

**Preferred Qualifications**

- Additional subject degree at the Master's or advanced degree level
- Grant writing and grant management experience
- Experience with disaster preparedness, response and recovery planning
- Experience with a digital preservation program
- Experience curating exhibits
- Experience cultivating and maintaining donor relations
- Knowledge of history of the West

**Benefits**

---

Salary and Benefits: Salary minimum \$80,000. This is a full-time, tenure track faculty position. Appointment may be at the level of Librarian II or Librarian III depending on experience, record of scholarship, service and achievement. Competitive benefits package include 24 vacation days per year and tuition benefits for self and family. No state income tax.

**Comments**

---

---

## Department Information

The University of Nevada, Reno is the land-grant university and major research institution in the state with a student body of 22,000. The University Libraries include the main library in the Mathewson-IGT Knowledge Center and the DeLaMare Science and Engineering Library, which together combine traditional library services and unique primary research materials with dynamic collaboration and active learning spaces. Instructional design, media production, and maker spaces are part of the library organization and we are proud to offer opportunities to collaborate with professionals and technologies in these specialties.

**Kind:** Full Time

**Level:** Director

## Apply

---

For full consideration of applications, all materials must be submitted by Tuesday, April 17, 2018.

To Apply please go to: [https://nshe.wd1.myworkdayjobs.com/en-US/UNR-external/job/University-of-Nevada-Reno---Main-Campus/Director-of-Special-Collections---Librarian-II-III\\_R0108284](https://nshe.wd1.myworkdayjobs.com/en-US/UNR-external/job/University-of-Nevada-Reno---Main-Campus/Director-of-Special-Collections---Librarian-II-III_R0108284)

[Go to Diversity.com](#)

Diversity.com is the most trusted and affordable resource for any organization in search of diverse professionals, managers and executives. Founded in September 2000, Diversity.com is a privately held, 100% African American family owned small business with headquarters in Atlanta, GA. We market our recruitment services nationwide to all types of industries, organizations and communities with particular emphasis on attracting talented science, technology, education and medical savvy men and women.