



Position Description

- A. **Title:** Head of Special Collections and Archives
- B. **Status:** Exempt
- C. **Purpose:** Lead, develop and manage the Special Collections and Archives Department in support of the Seminary's mission. The department holds and is responsible for rare books, manuscripts, archives, cuneiform tablets, art, artifacts, and digital archival collections.
- D. **Supervision:** Managing Director of the Library
- E. **Responsibilities:**
- Provide leadership and management for Special Collections and Archives (SCA) including collection development and acquisition, appraisal, processing, reformatting, preservation, reference, instruction, outreach, exhibits, programs, staff supervision, budget planning, workflows, and patron access.
 - Cultivate and pursue donations of materials from individuals, institutions, and organizations following the collecting policy and collecting goals that would enhance existing collections, as well as research strengths and opportunities under the direction of library leadership and in collaboration with collection development staff. Build collections that support seminary curriculum, faculty research interests, and which document underrepresented voices in the seminary and its history.
 - Participate in teaching and reference to support seminary curricular needs. Promote the collection through outreach and programming.
 - Provide direction, manage and evaluate the work of the department's professional staff and facilitate their professional growth. Encourage collaborative and participatory leadership within the department. Manage and evaluate the work of support staff, including fellows, interns, and graduate students.
 - Develop solutions to address the challenges and opportunities facing Special Collections, including the analysis, recommendation and implementation of digital tools for collection inventory, management, preservation, access as well as assessment and use.
 - Apply professional best practices and standards in all facets of departmental operations, practice, and development.
 - Collaborate with colleagues across the library, especially with the Preservation and Digital Initiatives programs to develop strategies for analog preservation and conservation for collections and exhibits, as well as digital access and digital preservation.

- Work with library leadership to develop a balance between programmatic goals and day-to-day operational needs of the department.
- Assist library leadership in pursuit of opportunities to support and expand the work of Special Collections through policy development, external funding, and inter-institutional collaborations.
- Represent Special Collections and Archives in local, statewide, regional and national organizations.
- Engage in continuous professional development.
- Perform other duties as assigned.

F. Qualifications:

- An ALA-accredited Master's degree in library or information science, with a concentration in special collections and archives; or an equivalent level of education and experience. An additional advanced degree in a relevant subject field preferred. Archival certification preferred.
- Significant experience of at least 5 years in a special collections and archives environment, with evidence of increasing responsibility and successful personnel supervision.
- Evidence of broad and current knowledge of best practices in special collections and archives.
- Ability to use the languages frequently employed in theological scholarship, especially Latin and German.
- Proven track record of engaging students, faculty and the community through special collections/archives outreach, exhibits, programming and instruction.
- The ability to articulate the value of special collections and archives to learning, research, teaching, and community engagement.
- Experience with tools for collection management, preservation, and access (for example, ArchivesSpace, Aeon, CAIASOFT, or other similar tools).
- Skill in developing policies, designing workflows and creating documentation. Facility to learn and adapt new tools and practices to increase departmental and program efficiencies.
- Excellent oral and written communication and interpersonal skills. Ability to work creatively and effectively both individually and collaboratively. Ability to thrive in a changing work environment and demonstrated commitment to professional development.
- Experience with the development of digital collections from analog source materials to enhance access.
- Experience acquiring and managing born digital and hybrid digital/analog collections preferred.

Princeton Theological Seminary reserves the right to amend this position description at any time.