&TITLE: Director of Operations, Institute of Jazz Studies, John Cotton Dana Library
Rutgers University – Newark and Rutgers University Libraries

The Chancellor of Rutgers University – Newark (RU-N) and the Rutgers University Libraries invite nominations and applications for the position of Director of Operations of the Institute of Jazz Studies (IJS), the world’s foremost jazz archive and research facility. The Director of Operations will be an accomplished leader who provides the vision and energy required to fulfill the IJS mission to preserve and promote jazz as a living art form. Among other activities, s/he will lead IJS in the development of services and programs that promote excellence in research, scholarship, and learning. The Director of Operations will oversee the continued growth and success of IJS through the management of all operations, maintaining the highest levels of productivity, integrity, and quality. S/he will spearhead the ongoing acquisition of important jazz research collections and direct the supporting operations to ensure their preservation and accessibility. The director will maintain an active personal presence in the jazz world and represent IJS in the appropriate regional, national, and international arenas.

Located at RU-N, the Institute of Jazz Studies collects, maintains, and makes available unique collections that include over 200,000 sound recordings, 500 distinct archival collections, over 30,000 photographs, extensive oral history collections, books, jazz periodicals, musical instruments, and other memorabilia. The collections support research by scholars and writers from around the world, musicians, arts institutions, record labels, students at all levels, and the media. The highly regarded Masters of Arts Program in Jazz History and Research at Rutgers University – Newark is supported directly by IJS collections and personnel. IJS maintains an active outreach program, furthering jazz education at all levels, and supports scholarship through the publication of the Journal of Jazz Studies, a leading English-language scholarly jazz journal. The Institute currently has a dedicated faculty of five librarians and archivists, a digital applications developer, a staff collections specialist, and part-time employees.

RESPONSIBILITIES: Reporting dually to the Executive Director of the IJS and to the Director of the John Cotton Dana Library, the incumbent is responsible for the administration and development of the Institute’s operations. S/he collaborates with the Dana Library Director, the Executive Director of the Institute for Jazz Studies and Rutgers teaching faculty to oversee the solicitation of, evaluation, and acceptance of gift collections. In particular, the Director of Operations oversees the preservation of and access to sound recordings in all formats. S/he supports the Executive Director and Dana Library Director in identifying and pursuing external funding sources, including individual donors and grant funding agencies, and plans and manages grant funded projects. The Director of Operations collaborates with IJS faculty and staff on strategic planning to identify priorities for the processing and preservation of the archival collections and the assessment of such activities. S/he also works with faculty and staff across RU-N to identify opportunities to integrate jazz, as a mode of cultural expression, and the IJS’ holdings into curricula and co-curricular activities. S/he maintains and forges liaisons with other jazz archives and arts organizations to develop collaborative activities. With IJS faculty and staff promotes the collections and services of the Institute through exhibitions, conferences, symposia, lectures, and musical performances and other activities that provide broad exposure to IJS resources. Coordinates editorial work for the Journal of Jazz Studies. As a member of a university-wide faculty s/he is expected to participate in system-wide initiatives, committees, and task forces and to demonstrate commitment to continual professional development through scholarly research relevant to areas of
responsibility, including publications, presentations, and participation and leadership in the work of relevant scholarly and professional associations. She/he will also mentor other IJS faculty in pursuit of these activities.

**QUALIFICATIONS**

**Required:**
- MLS/MLIS from an ALA-accredited institution or equivalent degree, Degree in music, preferably with a specialization in jazz or demonstrated experience or scholarship in jazz required
- Thorough knowledge of jazz history
- Established reputation in music, library, and/or archives professional organizations
- Publication record in jazz and music librarianship/archives
- Familiarity with current jazz trends to support ongoing IJS events and initiatives

**Preferred:**
- Several years of management experience in a music archives and and/or a special collections setting highly desirable and strongly preferred
- Experience working with donors of rare or archival materials preferred
- Experience with legal issues related to acquisitions, preservation and access of archival materials preferred
- Expertise in sound recording preservation and reformatting.

The successful candidate will possess extensive professional experience and accomplishment in academic or research library special collections, archives, or similar settings, or as an academic and researcher with relevant managerial and administrative experience. Must demonstrate or articulate a vision of the role of archival and special research collections in the delivery of information services to a diverse academic community and to the jazz world. Must be familiar with issues relating to managing and preserving digital collections. Must be able to meet tenure and promotion requirements. Desired skills include effective communication with library, archival and jazz studies colleagues, jazz professionals, teaching faculty, administration, students, and alumni, and innovation and organizational abilities. Visa sponsorship is not available for this position.

**SALARY/STATUS:** Salary and rank will be commensurate with qualifications and experience.

**STATUS/BENEFITS:** Faculty status, calendar year appointment, retirement plans, life/health insurance, prescription drug, dental and eyeglass plans, tuition remission, one month vacation.

**UNIVERSITY AND LIBRARY PROFILE:** RU-N is a remarkably diverse, urban, public research university that is not merely in, but of its environment. In the great city of Newark, New Jersey, the state’s largest and among America’s oldest cities, and its broader metropolitan area, the great challenges facing the nation and around the world increasingly can be found, as can the assets needed to take on those challenges. The RU-N community recognizes its location as both a defining influence in its story and a distinctive strength, especially as it serves to attract talent: generations of students hungry for the opportunities afforded by gaining a first-rate higher education in a major American urban center, faculty who vigorously embrace the opportunity to produce high-impact scholarship, engage the community, and prepare these students for professional success and informed citizenship in an increasingly complex world, and staff committed to advancing an inclusive campus culture focused on excellence. Classified as a Carnegie Research Intensive institution, RU-N enrolls 12,000 undergraduate and graduate students. The John Cotton Dana Library, in conjunction with the other Rutgers libraries, including the Newark Law Library, provides services and support for the students, faculty, and staff.
across RU-N. Rutgers University is a member of the Association of American Universities and is an ADVANCE institution, committed to increase diversity and the participation and advancement of women in the STEM disciplines.

The Rutgers University Libraries—comprising libraries at Rutgers University – Camden, Newark, New Brunswick, and Rutgers Biomedical and Health Sciences—report to the Vice President for Information Services and University Librarian, operate as a unified library system with coordinated public, technical services, and collection development programs including digital initiatives and a pioneering institutional repository. The Libraries have a highly valued staff of 300, who are committed to developing innovations in access services, information literacy, and digital initiatives. The Libraries operate with a budget of $32 million and have outstanding collections, especially in jazz and New Jerseyana. The Rutgers University Libraries hold membership with of ARL, CRL, Lyrasis, Metro, NERL, and VALE, and use Sirsi Dynix and OCLC as primary bibliographic utilities, and a Fedora-based institutional repository.

For more information go to the Libraries website: http://www.libraries.rutgers.edu; to learn about the Dana Library and RU-N go to: http://library.newark.rutgers.edu.

TO APPLY: CONSIDERATION OF APPLICATIONS WILL BEGIN IMMEDIATELY. To apply please email your application in Word format (include cover letter, resume, names of three references, and where you saw the position advertised) to: Lila Fredenburg, (APP. 216 ), Director of Administrative Services, Rutgers University Libraries, 169 College Avenue, New Brunswick, NJ 08901-1163, email: rulhr@rulmail.rutgers.edu, FAX: 732-932-7637

Rutgers, the State University of New Jersey, is an Equal Opportunity/Affirmative Action Employer. Qualified applicants will be considered for employment without regard to race, creed, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability status, genetic information, protected veteran status, military service or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment.

The Libraries are strongly and actively committed to diversity, and seek candidates who will contribute creatively to the University’s multicultural environment.