October 1, 2016

**ACADEMIC POSITION PROFILE**

**TITLE:** Audiovisual Archivist, *Librarian of Practice IV, Non-Tenure Track Librarian*

(Temporary Position: Twenty-four month appointment)

Special Collections and University Archives, Rutgers University Libraries

**RESPONSIBILITIES:** The Rutgers University Libraries seek an experienced, innovative, and service-oriented librarian to fill the position of Audiovisual Archivist for the Giddings Underwater Photography and Moving Image Collection, located in the Archibald S. Alexander Library at Rutgers University – New Brunswick. Reporting to the Head of Special Collections and University Archives, the Audiovisual Archivist will take a leadership role in the management and oversight of the Giddings Collection and in ensuring the effective provision of library and information services to a diverse community of users. This is a non-tenure track full-time faculty position. The Audiovisual Archivist (“archivist”) will create and enhance descriptions and finding aids using best practices and cutting-edge techniques for the Collection, which consists of a variety of audio and visual media, both digital and analog. The archivist will plan and oversee the appropriate physical care and preservation of the material. The position will also provide in-depth assistance to visiting researchers and scholars as well as respond to requests by mail, email, and phone. Other duties include providing permissions information and support and materials for students and faculty as well as the media and other organizations. The archivist will supervise student workers and interns, provide outreach, enhancing the visibility of the Collection, collaborate in future digitization efforts and may perform other duties as assigned.

**QUALIFICATIONS:** ALA accredited Master’s degree with archives coursework and/or Master’s or comparable degree in which coursework has focused on archival studies; 2 years archival experience working with moving image collections; supervisory ability and evidence of effective project planning, management, and completion; and demonstrated ability with both digital and analog audio and visual media. Managing a collection of this size and scope will also require physically engaging with the collection, including climbing rolling, lifting, and ladders/step stools.

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

**BENEFITS:** Retirement plans, health, and life insurance, prescription drug, dental and vision plans, tuition remission, and 22 days of vacation.

**LIBRARY PROFILE:** The Rutgers University Libraries, comprising libraries on the Rutgers University-Camden, Rutgers University-New Brunswick, Rutgers University-Newark and Rutgers Biological and Health Sciences –Rutgers University, all reporting 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 highly valued staff of about 300 who are committed to developing innovations in access services, information literacy and digital initiatives. The Libraries operate with a budget of $28 million and outstanding collections especially in jazz and New Jerseyana. The Rutgers University Libraries are a member of ARL, CRL, Lyrisis, Metro, NERL, and VALE, and use Sirsi Dynix and OCLC as primary bibliographic utilities and Fedora repository software. The combined enrollment across all four universities is more than 65,000 students from all 50 states and more than 115 countries working toward degrees in 33 schools and colleges with an overall emphasis on arts and sciences. Rutgers University- New Brunswick supports over 41,000 graduate and undergraduate students, in approximately 100 undergraduate programs, more than 80 graduate/professional
programs, and 60 doctoral programs as a Carnegie Classification Research University (very high research activity). 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. Rutgers is also a member of the Committee on Institutional Cooperation (CIC), the nation’s premier higher education consortium of top tier research institutions, composed of members of the Big Ten Conference plus the University of Chicago.

The Giddings collection is arguably the finest collection of underwater footage in the world. The photographic and film footage is managed jointly between Rutgers Department of Marine and Coastal Sciences and the Rutgers University Libraries. Al Giddings has led the world in the design of innovative camera, lighting and optical systems in film and video formats, from IMAX to high definition. Giddings is known for his underwater directing and shooting of many highly-acclaimed films and has won many awards, including several Emmy awards. Occupying over 2,000 square feet plus public services and processing areas, the Collection supports both science and arts students and faculty as well as the media and other organizations.

Special Collections and University Archives collects, preserves, and makes available rare, unique, or specialized sources to support study and research in the humanities and social sciences; New Jersey state, local, and cultural history; and the history of Rutgers University. The divisions include the Sinclair New Jersey Collection, Manuscripts Collection, Rare Books Collection, University Archives Collection and other special collections such as maps, broadsides, pictorial materials, newspapers, and ephemera. Special Collections and University Archives has system-wide responsibility for the acquisition, public service, and preservation of manuscripts, rare books, the University Archives, and comprehensive New Jersey Collections in all formats. Rutgers is a member of the Research Libraries Group, Association of Research Libraries and American Association of Universities. For further information, please check the website: http://www.libraries.rutgers.edu/rul/libs/scua/scua.shtml

TO APPLY: REVIEW OF APPLICATIONS AND INTERVIEWS WILL BEGIN IMMEDIATELY AND CONTINUE UNTIL THE POSITION IS FILLED. SUBMIT RESUME, COVER LETTER, NAMES OF THREE REFERENCES AND WHERE YOU SAW THE POSITION ADVERTISED TO: Lila Fredenburg (APP. 221), 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.