



Head, Arts and Special Collections Carnegie Mellon University Libraries

Carnegie Mellon, a top-ranked university spanning arts and technology, seeks an enthusiastic and innovative leader for Arts and Special Collections, a public services department of the University Libraries. The department supports and facilitates faculty and student teaching, learning, and research in the arts by offering services, collections, instruction, and outreach targeted to Carnegie Mellon's renowned College of Fine Arts, which includes the Schools of Architecture, Art, Design, Drama, and Music. The department also includes six special collections (Fine and Rare Book Room, Posner Memorial Collection, Artists' Book Collection, Architecture Archives, Audio Collection, and Visual Resources Collection), and creates special projects—including digital initiatives—for its user community.

The head supervises a team of four faculty librarians/archivists and four staff members, and oversees the Arts Reference Desk and other public service points. The head is responsible for the operations and management of Arts and Special Collections including personnel, budget, resource development, and facilities. The head works collaboratively to develop departmental policies and strategic plans, maintains and promotes interdepartmental communication, and participates in library governance. The head actively participates in reference services and special projects, and may have liaison responsibilities. The head builds partnerships with the College of Fine Arts and across the University. This position reports to the Associate Dean of University Libraries.

This position is part of the Librarian/Archivist track of the university faculty. Attainment of promotion and continuing appointment is dependent on job performance, research, scholarly or artistic activity, and service. Initial appointment will be commensurate with the candidate's experience and professional achievement.

Required Qualifications:

- ALA-accredited MLS or ALA-recognized international equivalent or appropriate advanced degree
- Degree in the visual or performing arts, or five or more years of arts or academic library reference experience
- Demonstrated knowledge of print and electronic information resources and information technologies
- Demonstrated knowledge of or experience with digital initiatives in the arts
- Strong public service orientation
- Ability to lead and to collaborate as part of a team
- Outstanding written, oral, and interpersonal communication skills
- Supervisory experience
- Potential to meet the university's requirements for promotion and continuing appointment, <http://www.cmu.edu/policies/documents/Librarian.html>

Desirable Qualifications:

- Demonstrated experience with managing arts facilities, special collections, or archives
- Advanced degree in the visual or performing arts, or management
- Proven skills in traditional and digital reference, instruction, and computing
- Demonstrated experience in creating or managing digital projects

Salary negotiable depending on qualifications and experience. Comprehensive benefits package. Applications received by March 28, 2008 will receive first consideration. Position begins by or before September 1, 2008. Employment eligibility verification and background check required before hire.

Members of historically underrepresented groups in librarianship (African Americans, Asian Americans, Hispanic Americans and Native Americans) are strongly encouraged to apply.

Send application letter referencing job HL1-08, resume, and names and contact information for three references to: Executive Assistant, Hunt Library HL1-08, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213-3890. Fax: (412) 268-2793. Email applications (HL1-08 in subject line) can be sent to librarian-search@andrew.cmu.edu.

Carnegie Mellon is an Affirmative Action/Equal Opportunity Employer dedicated to diversity.