Audiovisual Archivist
University Libraries

The University of Arkansas Libraries seek an innovative and enthusiastic archival professional to assist with the leadership of the Special Collections Department to identify, solicit, preserve, and publicize archival collections to the academic community, within Arkansas and across the nation. Reporting to the Head of Special Collections, the Audiovisual Archivist is responsible for recruiting, managing, organizing, preserving, and making accessible archival photographs, reel-to-reel tapes, audio cassettes, video tapes, and other audio and visual formats.

Major responsibilities include: accessioning, arranging, describing, and creating archival finding aids for audiovisual collections; identifying audiovisual materials for digitization and working with library colleagues to create digital collections; identifying preservation issues among archival audiovisual materials and making recommendations for conservation and/or preservation of materials; actively participating in the planning for the department; working with the department head to identify funding, collaborations, and opportunities to promote and preserve its photographic and other audiovisual materials; working with the Development Office to establish donor relations and the continued acquisition of photograph and other audiovisual collections; providing reference and research support; and participating in relevant local, state, and national organizations.

Responsibilities of this faculty position include research and creative work and service in keeping with the faculty requirements of the University of Arkansas. The successful candidate must have demonstrated potential in performance, scholarly activity, and professional service to meet criteria for appointment at the level of Assistant Librarian / Assistant Professor and should possess strong analytical, organizational, communication and interpersonal skills, strong archival knowledge, and the ability to work both independently and collaboratively.

Qualifications. Required: A master’s degree from an ALA-accredited program with a concentration on archival studies or a graduate degree in a related discipline, such as history, public history, political science, or other appropriate field; relevant experience with processing and preserving photographs or other audiovisual materials, such as reel-to-reel tapes, etc.; demonstrated knowledge of archival data and/or digital asset management systems (such as Archon, Archivists’ Toolkit, or CONTENTdm); and familiarity with Encoded Archival Description, DACS, Dublin Core and/or other metadata standards and schemes. Preferred qualifications: Archival Certification (Academy of Certified Archivists or the Society of American Archivists); knowledge of digital image scanning techniques and image capture and basic photograph and video editing; familiarity with copyright issues associated with audiovisual materials; knowledge of Arkansas history and bibliography; and knowledge of the history of photography and the standards, best practices, and current trends in the preservation and reformattting of archival audio and visual materials.

Rank and Salary: Tenure-track, twelve-month faculty appointment at the rank of Assistant Librarian / Assistant Professor. Salary: $47,000.

Benefits: Relocation allowance available. Benefits include TIAA/CREF, Fidelity Mutual Fund, or the Arkansas Public Employees Retirement System, 22 days of annual leave, tuition reduction, and health insurance.

Background: The University of Arkansas places students first by enhancing academic programs, creating an engaging campus life, reducing obstacles, enhancing diversity, improving graduation rates, and marshaling the expertise of the faculty, staff, and students. The University is classified by the Carnegie Foundation as a research university with very high levels of research activity (RU/VH). The University provides a superior campus landscape and environment while designing and building world class facilities. The funding for
research awards and research expenditures continues to grow and so do the academic programs offered. The University Libraries share in the stewardship of the University’s goals and takes responsibility for the health of the research and teaching collections as well as programs that further support the academic mission. For more information, visit the Libraries’ home page (http://libinfo.uark.edu). The University of Arkansas campus (http://www.uark.edu/) in Fayetteville, Arkansas, with a student enrollment of more than 25,000, is the flagship campus of the University of Arkansas System. With a population of approximately 460,000, the northwest Arkansas region is home to two Fortune 100 company headquarters. This thriving region offers numerous cultural venues, such as the Crystal Bridges Museum of American Art, the Walton Arts Center, and the Shiloh Museum of Ozark History.

Application deadline and contact information. Women and minorities are encouraged to apply. Completed applications received by September 21, 2014, will receive full consideration. Late applications will be reviewed as necessary to fill the position. Send letter of application, résumé, and names, addresses, and telephone numbers of three current references to libhrofc@uark.edu to the attention of Jeff Banks, Assistant Director for Library Human Resources and Diversity Programs, University of Arkansas Libraries, 365 N. McIlroy Avenue, Fayetteville, Arkansas 72701-4002.

The University of Arkansas is an equal opportunity, affirmative action institution. The University welcomes applications without regard to age, race, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation, or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment. All applicant information is subject to public disclosure under the Arkansas Freedom of Information Act.