**Director, Pryor Center for Arkansas Oral & Visual History**

The director will manage all aspects of the administration and operation of the Pryor Center, with the goal of creating a significant program to collect and preserve the oral and visual heritage of Arkansas. Working under the supervision of the head of the Special Collections Department, the director will be responsible for program development, including hiring, training, and supervising staff; for developing planning documents; for developing and monitoring budgets; and for developing means of sharing the Center’s collections with the people of the state and nation. Working with the Libraries’ development office, the director will plan and manage fund-raising for the Center.

**General Duties.** The director creates long- and short-range plans necessary for establishing and managing a program to collect and preserve oral history interviews as well as visual images documenting those interviews. Works with the head of the department and the director of development to identify potential funding sources; develops and maintains budgets; devises schemes to insure that all collections are properly organized; develops programs for properly acquiring, housing, and using visual images, including moving images; assists in determining subjects to be interviewed; develops collaborative programs with organizations and institutions involved in similar work; recruits and supervises staff, including both administrative and technical support; provides for transcription of interviews when appropriate; maintains records; and collaborates with departmental and library staff to insure proper preservation, storage, and access to collections resulting from the program; works with administrative and academic departments to maximize benefits of the program; works with an advisory board to plan and implement programs.

**Qualifications. Required:** Bachelor’s degree in history or related field. Three years of experience in developing documentation of an oral and/or visual nature. Three years of experience in hiring, training, and supervising staff. Program management experience. Demonstrated knowledge of audiovisual production technology, preferably including high-definition digital capability. Basic knowledge of oral history theory and practice. Demonstrated ability to work independently. Ability to manage employees and volunteers, and to work effectively with an advisory board. Ability to manage multiple projects simultaneously. Good writing and editing skills. Computer software skills, including word processing, spreadsheets, and database management. General familiarity with digitization, especially of photographs. Willingness to travel statewide as needed. **Preferred:** Master’s degree in history or related field. Knowledge of Arkansas political and social history. Familiarity with basic paper and photograph conservation. General knowledge of public broadcasting in the state.

**Salary and Benefits.** Twelve-month, non-classified, non-faculty position (Project/Program Manager). Minimum salary: $57,000. Benefits include TIAA/CREF and/or Fidelity, 22 days of annual leave, tuition reduction, health and dental insurance.

**Background.** Supported by major gifts received through the Campaign for the 21st Century, University goals include increasing enrollment by several thousand students; establishing new academic programs, especially in the Honors College and Graduate School; and increasing research across the curriculum. In concert with these goals, the Libraries have identified strategic initiatives to meet increasing expectations of students and faculty in this growth environment, including innovations within the Libraries; activities to support the University’s land-grant teaching and research mission; and dedication, innovation, cooperation, and flexibility among personnel.

The University Libraries hold over 1.7 million volumes. Library personnel (FTE) include 32 library faculty, 80 professional and support staff, 3 library graduate assistants, and 29 student assistants. The Libraries participate in the Greater Western Library Alliance. For more information, visit the UA home page (http://www.uark.edu), the Libraries’ home page (http://libinfo.uark.edu), and the Fayetteville Web site (http://www.accessfayetteville.org/).
Located in northwest Arkansas, Fayetteville has been ranked by the Milken Institute as the nation’s number one "Best Performing City" in categories of local economy, job market, and reliable growth industries. With a population of over 300,000, the region is one of the fastest-growing in the U.S., has one of the nation’s lowest unemployment rates, and hosts the headquarters of two Fortune 500 companies. Situated in the Ozark Mountains, Fayetteville and the surrounding area offer numerous cultural activities and outdoor recreational opportunities.

Review of applications begins June 9, 2006, and continues until position is filled. Send letter of application, résumé, and names, addresses, and telephone numbers of three current references to Ms. Janet Parsch, Director for Organizational Development, University of Arkansas Libraries, 365 N. McIlroy Avenue, Fayetteville, Arkansas 72701-4002, or email libhrofc@uark.edu. The University of Arkansas is an Affirmative Action/Equal Opportunity institution committed to achieving a culturally diverse faculty. Applicants must have proof of legal authority to work in the United States.