

Work status: Full time, Permanent, Exempt

Work week: Standard (M-F equal number of hours per day) Total # of hours to be worked: 37.5.

Occasional evenings and weekends when needed.

**Position Focus:**

Reporting to the Executive Director, the Special Collections Librarian directly oversees Pequot Library's special collections (rare books, manuscripts, and archives) and research services, and coordinates the Library's exhibitions that incorporate holdings from its Special Collections.

Pequot Library's Special Collections includes a broad selection of fine books, manuscripts, and archival holdings that reflect Early Americana, nature, science, literature and the Arts. The energetic and enthusiastic incumbent will manage Pequot's Special Collections by exemplifying and promoting the highest service standards, and leveraging resources to provide excellent customer service throughout the library. S/he shares responsibility with the Executive Director and the Special Collections Committee for long-range strategic planning for these valued collections. The Special Collections Librarian fosters a creative, collaborative, and team-oriented work environment, and facilitates communication and coordination among the library staff.

The Special Collections Librarian establishes and improves policies for Pequot Library in support of customer service, research, and learning by providing reliable, secure, and appropriate access to Pequot's collections. In collaboration with the Manager of Public Programs, s/he helps plan strategic initiatives for Pequot Library that connect patrons and visitors to creative exhibition- and collection-related programming.

**Essential Duties**

1. Oversees all Special Collections operations (systems and workflows for facilities, security, preservation, and acquisitions), budget administration, and services (reference, reading room, cross-training, instruction, exhibitions).
2. Provides leadership and vision in the selection, organization, and ongoing management of the Library's Special Collections.
3. Provides leadership in setting priorities, planning workflows, recommending changes to procedures and policies; resolves problems, interprets policies, generates statistics and reports, carries out projects.
4. Supervises interns, volunteers, and any support staff working on the day-to-day operations or special projects using the resources of Pequot's Special Collections.
5. Works closely with Pequot Library's Chief Librarian and Front Desk circulation staff to provide cross-training and consultation related to Special Collections policies and workflows.
6. Works closely with Pequot's Public Programs Manager, Children's Librarian, and Educational support staff in the creation of docent and school tour materials.
7. Works to collaborate with other staff, board and committee members to inspire long-term patrons and attract new audiences to Pequot's Special Collections.

8. Collaborates with the Executive Director to deliver lectures, promotional and/or instructional sessions, and reference support in the use of Pequot's Special Collections by the community and the public at large.
9. Oversees collection development, including: research and selection, donor relations, and acquisitions negotiations across a broad range of materials, including books, manuscripts, ephemera, broadsides, photographs, and other materials that enhance and support the mission of Pequot Library and its Special Collections.
10. Develops and maintains strong ties with other librarians in the community and across the region as well as specialists such as, but not limited to, staff at the Beinecke Rare Book and Manuscript Library at Yale University and certified archivists, to foster the effective growth and use of Pequot Library's Special Collections.
11. Establishes, monitors and incorporates performance indicators to assess and improve the quality of services provided by Pequot's Special Collections.
12. Make recommendations for the Special Collections budget and regularly monitors the operational budget.
13. Participates in overall Library planning, including the move of collections and transition of services in coordination with staff.
14. May be required to assist with disaster recovery efforts.
15. May perform other duties as assigned.

#### **Required Education and Experience**

Master's degree in Library Science from an ALA-accredited library school and an undergraduate or graduate degree in literature, history, art, or a related field in the Humanities.

#### **Required Skill/Ability 1:**

Demonstrated commitment to excellence and innovation in developing programs for customer service and outreach, which includes curating exhibits and providing reference and instructional services.

#### **Required Skill/Ability 2:**

Familiarity with a special collections environment comprised of archives, manuscripts, rare and antiquarian books, audio-visual materials, and ephemera as well as in acquiring, cataloging, processing, preserving, securing, and/or digitizing them.

#### **Required Skill/Ability 4:**

Demonstrated ability working collegially, both collaboratively and independently. Excellent oral, written, and interpersonal communications, analytical ability, and the ability to provide exceptional service to a diverse clientele.

#### **Preferred Education, Experience and Skills:**

##### **Preferred Skill/Ability 1:**

Advanced degree and/or relevant experience in Early Americana, literature, history, art, or a related field in the Humanities.

##### **Preferred Skill/Ability 2:**

Record of professional development and service to the field of librarianship.

##### **Preferred Skill/Ability 3:**

Demonstrated experience within a non-profit organization and rapidly-changing team environment.

**Preferred Skill/Ability 4:**

Demonstrated ability to provide leadership in a library and ability and achievement in working with staff and budgets. demonstrated problem solving skills, experience coordinating projects, and the ability to bring projects to fruition.

**Preferred Skill/Ability 5:**

Experience managing both analog and digital materials.

**Posting Disclaimer**

The intent of this job description is to provide a representative summary of the essential functions that will be required of the position and should not be construed as a declaration of specific duties and responsibilities of the particular position. Employees will be assigned specific job-related duties by the Executive Director.

Pequot Library is an equal opportunity employer. Pequot Library is a tobacco-free library. Salary commensurate with experience. Pequot Library offers a competitive benefits package. For more information about Pequot Library, visit [www.pequotlibrary.org](http://www.pequotlibrary.org).

Please send cover letter and résumé to Pequot Library, Special Collections Librarian Search Committee, 720 Pequot Avenue, Southport, CT. 06890 via email in one document with **Special Collections Librarian** in the subject line to [director@pequotlibrary.org](mailto:director@pequotlibrary.org) . Qualified candidates are encouraged to apply by Wednesday, April 4, 2018.