



## *Professional Position Posting*

# Curator of Literary and Poetry Collections

<b>Department:</b>	The Stuart A. Rose Manuscript, Archives, and Rare Book Library
<b>Salary:</b>	Commensurate with qualifications experience and rank
<b>Position Availability:</b>	Immediately

### **Position Summary**

Reporting to the Assistant Director of Collection Development, the Curator of Literary and Poetry Collections is responsible for the development, management, and promotion of the Rose Library's globally significant collection of materials related to modern and contemporary literature and poetry. Success in this role will require excellent relationship building skills, to ensure that the collections align with institutional priorities, and programmatic offerings have an impact on the Emory campus and in the communities served through these collections. The incumbent will select materials for acquisition in all appropriate formats through donation or purchase in alignment with the priorities of the Rose Library, Emory Libraries, and Emory University. The librarian will attend to both the big picture goal of building the collection, and the day-to-day administrative details required to successfully realize acquisitions. The incumbent will build long-term relationships with donors to help support the library's financial capacity to acquire and care for the collections. The Curator will actively promote engagement with the collections, in collaboration with Public Services, Campus and Community Relations, academic departments and academic centers, the Office of Diversity, Equity and Inclusion, and allied divisions through programmatic outreach that includes public programming, exhibitions and displays, social media, updated Lib Guides and websites, and innovative forms of engagement. A key responsibility of the curator is to contribute directly to instruction and research services, creating a direct and vital connection to researcher, faculty, student, and community interests, and demonstrating a commitment to teamwork. In this position, the incumbent collaborates with Collection Services to consider and ensure the library's ability to steward collections responsibly. The librarian participates as a member of the library and university community by maintaining visibility on campus, serving on various committees, and incorporating poetry and literature holdings in the cultural life of the university. The Curator of Literary and Poetry Collections is expected to contribute to the library and professional community through committee service, conference presentations, and/or scholarship.

Emory Libraries requires that our employees recognize diversity, equity, and inclusion as essential core values to achieving our mission to enrich the quality of life in an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and embrace our diverse identities of patrons within the Emory community.

### **Essential Responsibilities & Duties**

#### **Collection Development and Stewardship**

1. Develops library collections in accordance with current collection development strategies by selecting materials in all appropriate formats.
2. Develop and maintain relationships with donors and potential donors of collections.

3. Steward donors and sellers through the acquisitions process, including sharing information about the process, negotiating terms of acquisition, acquiring appropriate paperwork including deeds of gift or sale, and managing the relationships over time.
4. Oversees collections budgets, as allocated by the Director of the Rose Library, and uses Alma to monitor budgets.
5. Engages Rose library staff, faculty, students, and institutional stakeholders from across disciplines to develop, articulate, and promote collecting priorities for literary and poetry collections in alignment with the university's curricular and diversity, equity and inclusion goals.
6. Reports on collection development activities to ensure that colleagues throughout the libraries and campus are aware of priorities and new acquisitions, as well as contributing data to library assessment and reporting activities.

### **Engagement and Outreach**

1. Collaborates with Public Services, Campus and Community Relations, to promote the Rose Library collections through events, exhibitions, digital scholarship projects, presentations, publications, articles, announcements, and other means to engage Emory students, faculty, staff, alumni, donors, scholars, and the community with the Rose Library's literature and poetry collections.
2. Leads Rose Library tours and show-and-tell sessions for individuals or small groups as requested.
3. Develops up-to-date information about literary and poetry collections for LibGuides, the Rose Library website, and digital scholarship projects.
4. Works with the Rose Library's Operations Manager to help recruit applicants for annual research awards in poetry and literature, select award recipients, and meet with recipients during their visits to Rose Library to connect recipients with resources.
5. Responsible for featuring student, faculty and researcher award recipients in library web announcements, blog posts, news stories and other channels.

### **Reference and Instruction**

1. Collaborates with Public Services, librarians, and faculty to plan, implement, and assess instruction sessions.
2. Consults with faculty, students, and researchers about instruction sessions, assignments, and research projects.
3. Serves on the Rose Library reading room and reference desks.
4. Provides reference assistance in person and by phone to Emory students and faculty, visiting scholars, and the public as needed and assigned.

### **Fundraising Duties**

1. Work closely with the Office of Advancement and Alumni Engagement to develop and maintain relationships with donors to build financial support for further acquisitions, collection processing, and engagement programs for literary and poetry collections.
2. Support or lead grant writing aligned with poetry and literature initiatives in the Rose Library.

### **Professional Responsibilities**

1. Participates in appropriate professional and scholarly associations and organizations including maintaining membership and/or accreditation; attending meetings, conferences, workshops; and serving in appointed or elected positions.
2. Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintains general knowledge of current trends in higher education, academic libraries, and information and educational technology.
3. Provides reference assistance to Emory students and faculty, visiting scholars, and the public as needed and assigned.

4. Adheres to guidelines outlined in the *Handbook Governing the Librarian series for Faculty-Equivalent Librarians* to ensure appointment, appointment renewal and promotion-in-rank.
5. Participates in library and campus committees as appropriate for service purposes.

### **Required Qualifications**

- ALA-accredited master's degree in library and information Science OR equivalent education and relevant library experience.
- Minimum of four years of experience.
- Ability to build and sustain generative relationships with donors, cultural institutions, state, regional, and federal agencies, and foundations to support and extend the impact of the Literary and Poetry collections.
- Ability to build and sustain effective interpersonal relationships with library staff, faculty, and students, off campus faculty and administrators, campus administrators, etc.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint, or other productivity software.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.
- Demonstrated knowledge of current trends and issues in academic libraries, higher education, and relevant subject disciplines.
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.
- Sophisticated interpersonal skills and ability to convey and attract support for the library's mission.
- Excellent attention to detail, administrative experience, and ability to manage and track budgets and expenses.
- Strong teamwork skills and a commitment to promoting a collaborative environment of trust, inclusion, and transparency.

### **Preferred Qualifications**

- Advanced degree in English, Creative Writing, or related field with knowledge of 20<sup>th</sup> and 21<sup>st</sup> century literature, poetry, and creative writing.
- Experience promoting engagement with literary and poetry collections.
- Knowledge of issues related to archives and manuscript collections in academic institutions.
- Ability to thrive in a fast-paced environment.
- Experience providing and managing library services with evidence of progressively increasing scope of responsibility in an academic, cultural heritage organization, and evidence of successful record of leadership and ability to foster an organization-wide perspective that ensures effective stewardship of available resources.
- Evidence of competence in strategic planning and in introducing and managing change in complex environments along with budget planning and administration, human resources management, and facilities and space planning and management in complex organizations.

## **Application Procedures**

Interested candidates should review the applications requirements and apply online at {Link to iCIMS posting}, <https://apply.interfolio.com/125634>

Applications may be submitted as Word or PDF attachments and must include:

- 1) Cover letter of application describing qualifications and experience;
- 2) Current resume/vita detailing education and relevant experience; and
- 3) Curator of Literary and Poetry Collections: Diversity, equity, and inclusion (DEI) are a central focus of our work at Emory Libraries and across campus, and DEI is an important responsibility of the Curator of Literary and Poetry Collection. In a separate statement please reflect upon your experience in furthering social justice and equity so far in your career and share how you would advance and foster these principles at Emory University Libraries as a colleague
- 4) On a separate document list the names, relationships, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

**Review of applications will begin the week of June 19, 2023.** Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women, minorities, people with disabilities and veterans.

## **General Information**

Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master's OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to <http://www.hr.emory.edu/eu/benefits/>.

## **Description of Institution and Library**

Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South's leading health care systems. Emory's beautiful, leafy main campus is located in Atlanta's historic Druid Hills suburb and is home to 8,079 undergraduates and 7,372 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 37,716 and an annual operating budget of \$5.6 billion. Emory University received \$831 million in research funding in fiscal year 2020.

Ranked among the top 20 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia is the interdisciplinary intellectual commons for Emory University. The collections at the nine Emory Libraries include more than 5.6 million volumes, 400,970 electronic journals,

over 1.6 million electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to over 190,000 cataloged titles and more than 19,000 linear feet of manuscript material. Rose Library's collections span more than 800 years of history, with particular depth in modern literature and poetry, African American history and culture, political, social and cultural movements, and the University's archives.

Emory Libraries staff, including student workers, number approximately 350 with an overall library budget of approximately \$42 million. Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCHE), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL) and Georgia Library Learning Online (GALILEO).

The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other library spaces include the Science Commons, Cox Hall Computing Center, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Center Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

### **Diversity Statement**

Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and diverse recruitment and retention. We offer exhibits, collections, programming, and research assistance that speaks to the rich needs and identities of patrons from the Emory community and beyond. We encompass opportunities that strengthen these values. We invite you to bring your true self to the library and feel welcomed when you arrive.

*– December 2020*

**Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Georgia State Laws, regulations, and executive orders regarding nondiscrimination and affirmative action in its programs and activities. Emory University does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.**