POSITION: Archivist and Curator for the Henry R. Winkler Center for the History of the Health Professions

EFFECTIVE DATE:

GENERAL DESCRIPTION: Full-time tenure-track faculty appointment. Acquires, accessions, processes, and maintains archives of health professionals and biomedical researchers, primarily those with a connection to Cincinnati and the region. Partners with scholars and other Center visitors to conduct accurate and innovative research and pedagogy. Leads the Center’s exhibits program, oral history program, web site content development, and public programming initiatives. Partners with a team of digital specialists to develop born-digital collections and digitization of high-value analog collections. Teaches classes and develops courses in medical/health history, establishes scholarly partnerships worldwide, and partners with regional community groups, schools, and cultural heritage organizations to integrate the Center into scholarly and outreach efforts.

RELATIONSHIP AND AUTHORITY:
Receives general direction from and reports to the assistant director of the Donald C. Harrison Health Sciences Library (HSL), and has a dotted-line report to the director of the HSL. Works in cross-unit teams with UCL staff, especially those responsible for archives and rare books collections, digitization, digital collection building, digital forensics, digital scholarship, metadata development, and preservation, as well as other UC faculty and staff.

DUTIES AND RESPONSIBILITIES:

1. Cultivates potential donors of archives and acquires those archives, including negotiating instruments of gift and collaborating with the director of development to acquire resources for adding such collections, as needed.
2. Accessions, processes, describes, and preserves the Center’s archive collections, including creating finding aids in EAD and bibliographic records in MARC (or RDA).
3. As a research and teaching partner, provides reference and research services for scholars and teachers using the Center’s collections to produce innovative research and instruction.
4. Maintains the Center’s non-public records, inventories, and digital assets, and determines the content, format, and timing for publicizing such resources.
5. Leads the Center’s exhibits program, with subject and preservation experts, including on-site exhibit spaces, University exhibit spaces, traveling exhibits, and community exhibits.
6. Organizes and coordinates the Center’s oral history program of video and audio recordings of regional medical/health practitioners and researchers of exceptional accomplishment.
7. Plans and leads public programming initiatives, including the annual Cecil Striker Lecture.
8. Maintains content on the Center’s website, and collaborates in the development of functionality shared by other UC Libraries’ websites, using standards-compliant markup, web technologies, and best practices in accordance with UC website policies and hardware/software standards and practices.
9. Partners with UCL’s Digital Collections and Repositories, Preservation Lab, other special collections, and other experts to digitize the Center’s high-value analog collections and to most effectively organize and build digital collections of born-digital objects.

10. Engages in creative outreach activities that demonstrate the Center’s value and contribute to scholarship or teaching, such as, teaching classes and developing courses in medical/health history; establishing scholarly partnerships worldwide; and partnering with regional community groups, schools, and cultural heritage organizations to integrate the Center into scholarly and outreach efforts.

11. Develops, manages, selects, and purchases medical history reference resources, rare books, and historical medical artifacts that align with Center’s collection priorities and support teaching and research needs.

12. Provides oral and written reports as directed.

13. Participates in appropriate committees and organizations related to the duties and responsibilities of the department, and in support of UC Libraries programs and organizations.

REQUIRED QUALIFICATIONS:

1. Master’s degree in library or information science from an ALA-accredited institution or a graduate degree in a related field.
2. Two years of experience processing archival collections.
3. Experience in providing exceptional customer service.
4. Experience developing and maintaining web site content.
5. Knowledge of or ability to learn web technologies, such as html, xml, css and javascript; and optimization techniques for web images, including image editing software.
7. Knowledge of standard metadata schema, including the Extended Dublin Core.
8. Record of ongoing professional development and contribution, and ability to meet UC Libraries reappointment, promotion and tenure requirements.
9. Excellent communication and interpersonal skills with a commitment to customer service.
10. Demonstrated ability to work productively with others in a team environment.
11. Aptitude for complex, analytical work with an attention to detail, with the ability to manage a variety of tasks and multiple priorities.
12. Ability to effectively communicate verbally and in writing, remember details, concentrate on tasks, attend work-related meetings, and lift materials weighing up to 25 pounds.

PREFERRED QUALIFICATIONS:

1. Second graduate degree in a related field.
2. Experience processing born-digital archival collections, using digital archival toolsets.
4. Experience using image editing software and web development software.
5. Experience with content management systems (CMS) and developing functional specifications for integrating digital repositories with a CMS-based front-end.
7. Experience marketing special collections via traditional and social media.
8. Experience managing and conducting oral history interviews in various media, including writing and interviewing skills.