

Position Announcement: Curator of General Collections, David M. Rubenstein Rare Book & Manuscript Library, Duke University Libraries

The David M. Rubenstein Rare Book & Manuscript Library at Duke University is hiring a Curator of General Collections. The Curator stewards, develops, and engages communities with collections in the Rubenstein Library. In collaboration with the Rubenstein Curator of Collections and other library staff, the Curator of General Collections provides specialized support for collections that fall outside of other curatorial areas and works especially with British and American Literature (including games, comics and science fiction), local and regional history, and supports campus interests that may relate to divinity, business, law, humanities, area studies, or other subjects. The Curator proactively seeks to include a diversity of voices and viewpoints in collections, instruction, and public programming and facilitates access for users from different backgrounds and with different access needs.

The anticipated salary is \$57,000-\$75,000.

Full job posting: <https://library.duke.edu/about/jobs/curatorofgeneralcollections>

**Please join us to learn more about the position and ask questions.** We are offering an information session over Zoom where we will share more information about the university, our library, and the Curator of General Collections position. No registration is needed - just click the link at the listed date and time. This is in Eastern Standard Time. Participation is anonymous, attendee names only seen by panelists.

Wednesday, July 10, 12:00PM ET: <https://duke.zoom.us/j/92702948015>

**Priority given to applicants who apply by Monday, July 15, 2024.**

## Responsibilities

### COLLECTION DEVELOPMENT (Approximately 25%)

- Works with collection creators, potential donors, and vendors to evaluate materials for inclusion in the Rubenstein Library collections. Coordinates ongoing engagement with collection creators and donors.
- Coordinates gifts and purchases in a variety of formats including, print, archival, audio visual, digital, and other forms. Negotiates ownership agreements and licenses (rights, access, etc.) with organizations and creators. Travels to evaluate and transfer materials as needed and appropriate and participates in receipt of collections.
- Manages collection budgets as assigned.
- Provides curatorial support and collection stewardship for existing collections

## **TEACHING AND INSTRUCTION (Approximately 20%)**

- Collaborates with Duke faculty and instructors to integrate collections into undergraduate and graduate courses across the University. Coordinates class visits to the Rubenstein Library and pedagogical engagement with collections and exhibitions.
- Collaborates with other instructors on teaching and instruction.

## **LIBRARY RESEARCH SERVICES (Approximately 15%)**

- In conjunction with the Rubenstein Research Services Department (RL-RS) provides advanced research consultation related to Duke's collections, including responding to reference questions and meeting with users. Works to support visiting researchers.
- In collaboration with RL-RS facilitates requests related to licensing, reproduction, and exhibition loans. Facilitates requests related to permissions and use of restricted materials.
- Participates regularly in staffing the weekday and weekend reference desk.

## **LIBRARY DESCRIPTION AND DISCOVERY (Approximately 15%)**

- In conjunction with the Rubenstein Library Technical Services Department (RL-TS) and the Digital Collection Services Department (DCS), prioritizes the processing, cataloging, and digitization of collections by providing information and curatorial support to facilitate these tasks. Works closely with Archival processing and Print cataloging teams in RL-TS.
- Supports, manages, or coordinates the physical management, review or metadata creation for individual projects as appropriate.

## **PUBLIC RELATIONS AND OUTREACH (Approximately 10%)**

- Promotes collections to the Duke community, to the Triangle community, and to national and international audiences. Partners with programs, departments and centers on campus to plan public programs that highlight collection strengths and new acquisitions; including symposia, readings, lectures, film screenings, and performances.
- Participates in the Rubenstein Library's social media and contributes to or produces print publications related to collections.
- Works with the Duke University Libraries' (DUL) Director of Communications to respond to media requests.
- Plans and curates exhibitions in partnership with external Curators, faculty, students, interns, other Library Curators, and with Library exhibition and conservation staff.

## **DEVELOPMENT (Approximately 5%)**

- With the Director of Library Development, the Director of the Rubenstein Library, Rubenstein Head of Collection Development, and campus partners develops and articulates financial development goals and participates in donor relations, development events, and grant writing.

## **UNIVERSITY, DEPARTMENTAL, LIBRARY AND COMMUNITY ACTIVITIES (Approximately 5%)**

- Participates in University and Community organizations as needed and appropriate to promote collections and engagement.
- Works with University and Library Development to engage donors and to support the projects and programs related to the Documentary Arts on campus.
- Manages budgets in area of responsibility and coordinates the work of Interns and students as needed.
- Other duties as assigned.

## **PROFESSIONAL DEVELOPMENT (Approximately 5%)**

Participates in professional and academic activities. Displays continuing growth in professional and subject knowledge and takes an active interest in relevant professional organizations. Growth and interest should be demonstrated through continuing development of professional knowledge and abilities, membership and participation in professional organizations, and service to the Library, University, or community in a professional capacity.

### **Qualifications**

It is the expectation that all Duke University Libraries staff members will demonstrate exceptional workplace behaviors in the execution of their specific position responsibilities. These behaviors are customer focus, collaboration, creative problem solving, continuous learning, and a commitment to creating a culture of inclusion that values and respects diversity of perspective, background, and experience.

#### Education:

**Required:** Advanced degree in a relevant subject discipline, or an advanced degree related to library science or archives administration or combination of experience and academic degree appropriate for the position.

**Preferred:** An advanced degree in a relevant subject discipline and an advanced degree related to library science or archives administration.

#### Experience:

**Required:** Minimum 1 year working in an academic library setting. Advanced research (or equivalent) in a relevant field; experience teaching; ability to relate and communicate effectively with library colleagues, users, and donors of special collections materials; experience with public presentations and in planning public programming; excellent interpersonal, oral and written communication skills; ability to work independently and collaboratively as a member of a team; demonstrated commitment to providing outstanding customer services.

**Preferred:** Three or more years of professional archival/special collections experience; prior experience working in an academic research library; experience with records management,

digital materials, exhibitions and/or grants; knowledge of the digital library environment; experience with financial development; experience with assessment tools and methods; experience building collections in an academic library and in the acquisition of archival materials; experience with copyright.

### **Working Conditions**

- Frequently moves library materials weighing up to and over 40 pounds
- Frequently works in an environment in which exposure to materials containing dust and mold is possible
- Normal office environment
- May work in a variety of locations with remote, on-site and off campus work as needed, and as scheduled
- Occasional weekend shifts required
- Occasional travel required

***These statements are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. This description is subject to change at any time.***

### **Salary and Benefits**

Salary and rank dependent on qualifications and experience; the anticipated salary is \$57,000-\$75,000. Comprehensive benefits package includes 20 days vacation, 14 holidays, 12 days sick leave; health, dental, disability and life insurance and support for professional development and training.

### **Environment**

Since its founding in 1924, Duke University has grown into one of the most prestigious private universities in the world and its medical center ranks annually among the top in the nation. The Duke University Libraries are the shared center of the university's intellectual life, connecting people and ideas. The Libraries consist of the Perkins Library, Bostock Library, Rubenstein Rare Book and Manuscript Library, Lilly Library, and Music Library, and the library at the Duke Marine Laboratory in Beaufort. Duke's library holdings of 6.2 million volumes are among the largest of private universities in the United States.

Duke is a diverse community committed to the principles of excellence, fairness, and respect for all people. We recognize that the workplace only truly flourishes with an active presence of different backgrounds and unique abilities. We value the unseen perspective, the unheard voice, and the unnoticed ideas. We hope to give a platform of growth and connection, where employees can be free to produce new ways of thinking to promote inclusion and respect for

all. Duke University Libraries encourages an environment where shared goals are reached by exceptional individuals.

Duke's hometown is Durham, North Carolina, a city with vibrant research, medical and arts communities, and numerous shops, restaurants and theaters. Durham is located in the Research Triangle, a growing metropolitan area of more than one million people that provides a wide range of cultural, recreational and educational opportunities. The Triangle is conveniently located just a few hours from the mountains and the coast, offers a moderate climate, and has been ranked among the best places to live and to do business.

Duke offers a comprehensive benefit package which includes both traditional benefits such as health insurance, leave time and retirement, as well as wide ranging work/life and cultural benefits. Details can be found at: <http://www.hr.duke.edu/benefits/index.php>.

### **Application**

Cover letter, detailed resume and the names, addresses (mailing and e-mail), and telephone numbers of three references should be submitted to <https://academicjobsonline.org/ajo/jobs/27728>. Review of applications will begin immediately and will continue until the position is filled. **Priority given to applicants who apply by July 15, 2024.**

Applications which are missing any of the components listed above will not be reviewed.

Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas-an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.

Duke University is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, genetic information, gender, gender identity, national origin, race, religion, sexual orientation, or veteran status. The Duke University Libraries have a strong commitment to Affirmative Action and is actively seeking to increase the racial and ethnic diversity of our staff.