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## Executive Director, University Collections

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

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## Position Details

### Position Information

**Position Title** Executive Director, University Collections

**Campus** Bloomington

**Department** OFC OF VP RESEARCH (UA-VPRO-IUBLA)

### Department Information

IU is home to a number of internationally recognized collections, such as those administered by IU Libraries, including the Lilly Library and University Archives; the Eskenazi Museum of Art; the Kinsey Institute; the Mathers Museum of World Cultures; the Frederick Douglass Papers Project; the Center for Ray Bradbury Studies; and many others. To these, more recently have been added hundreds of thousands of rare and scholarly-valuable film, video and audio items which are part of the digitized collections of IU's extraordinary film collection, which totals in the tens of thousands of films. Additionally, IU has many more collections of material objects – upwards of 50 material-objects collections across all campuses. The collections range in size, content, and use. It is estimated that together they contain around 30 million individual material objects, when books are included. The collections encompass a wide variety of formats including artwork, manuscripts, maps, photographs, audio and digital files, textiles and clothing, furniture, archeological, paleological, botanical and geological specimens, and medical and surgical instruments.

### Job Summary

Indiana University seeks an experienced Executive Director of University Collections who will have broad responsibility for ensuring the appropriate stewardship of Indiana University's collections, consistent with the university's teaching, research, and service missions. The incumbent will establish close partnerships with directors and managers of all IU collections and will facilitate collaborative relationships among collections and across all campuses.

The Executive Director will work with the Dean of the IU Libraries to utilize existing infrastructure and staff expertise in the areas of collection management, discovery, digitization, preservation, and technology, and access to conservation-level environments to bring more consistency across the IU collections.

S/he will work closely with the IU Libraries, collection managers, faculty, university and campus leadership, and other members of the university community to develop a strategic vision for IU's collections system-wide, including criteria for evaluating existing and proposed future collections. The Executive Director will collaborate to ensure for each collection: a clear and coherent focus that is consistent to the university's teaching, research, and service missions; professional management, housing, curation, and cataloging; robust accession and deaccession policies; appropriate funding, including robust and strategic external grant funding; broad accessibility to researchers and instructors at IU and other institutions and, when appropriate, the public; and that they have in place, and periodically review, long-term strategic and short-term operational management plans designed to accomplish these objectives.

The successful candidate will possess strong interpersonal skills with the proven ability to communicate effectively with faculty and staff across multiple disciplines and the ability to work collaboratively and build consensus.

**Master's degree and at least ten years' experience in collections and content management in a museum, library, university, archive, or similar setting.**

**Required Qualifications** Must have experience managing collections, and knowledge of and experience with current and emerging trends and best practices in archival, access, and digitization standards, practices, and technology; and experience in developing and executing outreach strategies. Must have excellent analytical and creative problem-solving skills; strong organizational, project planning and management skills.

**Preferred Qualifications** A doctorate degree.

**Working Conditions / Physical Demands** Must have a valid driver's license and the ability to travel to all campuses.

**Salary Range**

**Salary Plan** PAE

**Salary Grade** 5RS

**FLSA** Exempt

**Work Location** Bloomington, Indiana

**Job Category** Library/Information Science/Archiving

**Posting Detail Information**

**Posting Number** 07566P

**Open Date** 04/06/2018

**Close Date** 04/20/2018

**Open Until Filled** No

**Posting Disclaimer** This posting may be closed at any time at the discretion of the University, but it will remain open for a minimum of 5 business days.

**Special Instructions Summary**

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

1. Do you meet the minimum education as advertised in the posting?
  - o Yes
  - o No
2. What is your highest level of completed education?
  - o High School Diploma or Equivalency
  - o Associate's / Vocational Degree
  - o Bachelor's Degree
  - o Master's Degree
  - o Other advanced degree
3. Do you possess the minimum experience as advertised in the posting?
  - o Yes
  - o No
4. Do you hold a valid driver's license?

- Yes
  - No
5. Can you meet the travel requirements as advertised in the posting?
- Yes
  - No
6. \* How did you hear about this employment opportunity?
- Jobs at IU
  - LinkedIn
  - CareerBuilder.com
  - HigherEdjobs.com
  - Monster.com
  - IN CareerConnect/Work One
  - Chronicle of Higher Education
  - Social Media (Twitter, Facebook...etc) (specify below)
  - Job Fair (specify below)
  - Newspaper (specify below)
  - IU Employee Referral (specify below)
  - Other Media Source (specify below)
7. Please specify

(Open Ended Question)

## Documents Needed to Apply

### Required Documents

1. Resume
2. Cover Letter

### Optional Documents

1. Reference List

Indiana University is an equal employment and [Affirmative Action Employer](#) and a provider of ADA services. All qualified applicants will receive consideration for employment without regard to age, ethnicity, color, race, religion, sex, sexual orientation or identity, marital status, national origin, disability status or protected veteran status. Indiana University does not discriminate on the basis of sex in its educational programs and activities, including employment and admission, as required by Title IX. Questions or complaints regarding Title IX may be referred to the U.S. Department of Education Office for Civil Rights or the university Title IX Coordinator. [See Indiana University's Notice of Non-Discrimination here which includes contact information.](#)

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