Thursday, February 16, 2012

Assistant Curator

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Assistant Curator, Jerome Robbins Dance Division
The New York Public Library for the Performing Arts

Responsibilities

Under the direction of the Curator, manages day to day operations, reference services, collection activities and serves as liaison with other NYPL Divisions.

Serves as the coordinator of all paper based collections, which include manuscripts, original designs and prints, programs, photographs, books and rare books: assesses paper-based collections before acquisition; creates initial inventory and maintains a database for unprocessed paper-based materials, reviews unprocessed collections to enable Curator to request funding for processing and cataloging; reviews under-processed collections and supervises the reprocessing to improve access; maintains records about donors and heirs of restricted material for public requests for use; periodically reviews the restrictions with donors to consider lifting restrictions, thereby improving access; deals with rights issues for publication or reproduction.

Sets priorities with the paper-based materials for digitizing to make them more accessible to our community.

Represents the needs of the Dance Division in activities such as building a NYPL digital repository, mounting web based digital presentations and issues related to preserving digital media.

Maintains an active blog about the Dance Division.

Administers and coordinates the intellectual property rights and copyright for requests to use paper-based materials in documentaries and exhibitions.

Handles and responds to all requests to view restricted materials; manages requests to publish materials and the ensuing rights issues; and maintains the Rights and Permissions database.

Assists in developing long-range goals and formulating and implementing policies and procedures, including the development of statistics/metrics for staff work and public service.

In collaboration with other Research Libraries' divisions and administration, designs and develops reference service models.

Assists in developing, implementing, and evaluating efficient workflow procedures within the Division.

Manages reference services to onsite and remote customers using a variety of traditional and online resources and products.

Manages staffing issues, including planning and assignment of work and supervision, evaluation, selection and training of staff, and managing volunteer staff and special projects.

Identifies and evaluates outreach activities and public training programs.

Collects and maintains statistics, financial records, and produces reports. In the absence of the Curator, assumes responsibility for the Division.

May represent the Library to outside groups.

May organize and lead special projects.

Performs related duties as required.

Requirements

ALA-accredited Master's Degree in Information and Library Science or a graduate degree, preferably in Dance. Successfully demonstrated professional work experience in the field of dance, with a knowledge of dance history, dance literature, dance research sources.

Substantial experience in public service in a research library or similar institution with an ability to review and improve that service.

Successfully demonstrated supervisory experience, organizational skills, ability to work effectively under pressure with judgment, accuracy and attention to detail.

Successfully demonstrated knowledge of current archival practices for all paper-based materials including photographs, manuscripts, programs and artworks.

Successfully demonstrated knowledge of digital preservation of paper-based materials and mounting web based digital presentations and issues related to preserving digital media.

Successfully demonstratedknowledge ofblogging and other social networking activities.

Successfully demonstrated ability to prepare budgets and organize basic data for proposals to fund projects for the Division.

Successfully demonstrated knowledge of current acquisition and preservation methods for archival collections and multi-format materials and of reproduction rights for published and unpublished materials.

Proficient computer skills in Microsoft Office, including Excel, and PowerPoint.

Ability to work independently and to take responsibility for the achievement of agreed outcomes.

Strong interpersonal and oral and written communication skills, including the ability to communicate tactfully and effectively with staff, general

public and dance professionals.

Successfully demonstrated knowledge of cataloging book and non-book materials or experience in cataloging manuscript material preferred.

Knowledge of EAD and SGML preferred.

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