

Ball State University
Professional Position Description

Position #: 013140

Department: University Libraries

Dept Code: 12300

Position Title: Archivist for Architectural Records

Reports To: Assistant Dean for Digital Initiatives & Special Collections

Contract Type: Professional--Cont Contract (11)

Revision Dates: 7/2005; 11/2008

Exemption 1: Learned Professional

Exemption 2:

Direct Reports: Student assistants and graduate assistants.

Position Function:

Manage and develop the Drawings and Documents Archive in the College of Architecture and Planning; acquire, process, preserve, digitize, and manage the use of architectural records to document the history of Indiana's built environment.

Duties/Responsibilities:

1. Manage and develop the collections, services, and programs of the Drawings and Documents Archive.
2. Engage in the acquisition, processing, preservation, digitization, and use of architectural records related to Indiana's built environment.
3. Provide reference and research assistance and instructional sessions to students, faculty, the general public, and others in using architectural records and the collections of the Drawings and Documents Archive.
4. Act as liaison with the College of Architecture and Planning, collaborating with the College's Associate Dean and the Drawings and Documents Archive Advisory Committee to foster cooperation between the College and the University Libraries in setting goals and direction for the Archive.
5. Serve as liaison with the local, state, regional, and national architectural communities, working to improve the visibility of the program, promote use, and build the collection.
6. Promote use of architectural records and the collections and services of the Drawings and Documents Archive through development of digital collections, Web pages, exhibits, presentations, publications, and other outreach activities.
7. Take a leadership role in seeking funding for Drawings and Documents Archive projects and programs.
8. Design and manage the implementation of Web pages related to architectural records and the collections, services, and programs of the Drawings and Documents Archive.
9. Train and supervise graduate and undergraduate students assigned to the Drawings and Documents Archive.
10. Keep abreast of and make contributions to professional literature, activities of professional organizations, and scholarly developments in area of specialization.
11. Perform other related duties as assigned.

Minimum Qualifications:

Education: MLS/MLIS/MIS degree from an ALA accredited program; course work or similar archives experience or training working with architectural records.

Experience: Two or more years experience in archives, library, or museum; experience with information technology applications in an archives and/or library environment, including imaging technology, electronic databases, and web page design; working knowledge of basic Microsoft Office applications.

Other: Effective oral and written communication skills; strong organizational skills; ability to work effectively with donors to build collections.

Additional Preferred Qualifications:

Education: Additional degree in architecture, landscape architecture, urban planning, or historic preservation.

Experience:

Other: