

Manager of Research & Special Collections

The Folklife Center at Crandall Public Library
251 Glen Street, Glens Falls, NY 12801

Job Type: Full-time

Salary: \$55,000 annually plus benefits

Overview:

The Folklife Center at Crandall Public Library is an award-winning program created in 1993 and charged with the mission to research and present the cultural traditions of the upper Hudson Valley and southern Adirondacks of upstate New York. Its core programs - Special Collections, Exhibitions, and Cultural Events - are largely supported by grants and have attracted a diverse regional audience to its gallery, research room, and cultural programming.

The Library's Special Collections, managed by the Folklife Center, reflect over a hundred years as a dependable repository of the community's history. What began as the Holden Americana Collection in the late 19th century has grown into a modern archives with materials that continue to document our region. These collections include books and other publications, maps, photographs, vertical files, scrapbooks, family papers, business and organizational records, art and object collections, and many other materials that are actively added each year. These are catalogued, stored in an archival environment, and made available to the public via our staffed research room during regular hours.

Crandall Public Library is the central reference library of the Southern Adirondack Library System, serving 4 counties in upstate New York, a region that stretches south to the Capital District, north to the central Adirondacks, west to the Mohawk Valley, and east to Vermont. Glens Falls is a half hour's drive to both Saratoga Springs and Lake George, 3 hours to Montreal, 4 hours to New York City.

Distinguishing Features of the Class: The Manager of Research and Special Collections a professional position which exists at Crandall Public Library. Responsibilities include the daily management, access to, professional care, and maintenance of The Folklife Center's Special Collections and Archives. The incumbent reports directly to the Director of The Folklife Center. Supervision of staff is a function of this position. Does related work as required.

Typical Work Activities:

- Manage the daily activity of the Folklife Center's secure, research room;
- Provides in person and remote reference services to the library's diverse patrons;
- Collect and report usage metrics and statistics, and works toward increasing usage;
- Processes, arranges, and describes incoming archival and special collections, as well as those collections in need more detailed processing for greater access;
- Adds books, art and objects, special collection descriptions to the Library's online catalog (ILS/Leap), managed by the Southern Adirondack Library System;
- Maintain the order of stacks and storage of special collections in multiple locations;
- Oversees the location of individual collections, including current holdings, new acquisitions, loans for internal and out-of-house exhibitions, and other uses;
- Coordinates the work of volunteers and interns on processing and other projects;
- Digitizes materials as needed for patrons and supports adding content to our online assets including the website, blog, YouTube, Facebook and other pages;
- Supports continued development of digital processing and access;
- Assists in the development of online, digital strategies;
- Represents the Folklife Center at professional conferences and symposia;
- Uses computer applications or other automated systems including the institution's electronic software/resources ILS Polaris/Leap, Content DM, Ancestry, Fold3, etc;

- May be required to work weeknights and/or weekends on a regular basis;
- Performs related tasks to support the efficient operation of the Folklife Center.

Required Knowledge, Skills, Abilities, and Attributes:

- Thorough knowledge of best practices related to the field of special collections and archives management;
- Ability to work both independently and collaboratively;
- Ability to develop and implement initiatives supporting research, curatorial, and exhibition projects;
- Ability to work in both Mac and PC-based computer environments, and use software such as word processing, spread sheets, databases, photo editing, etc.
- Ability to develop strategies to organize, catalog, backup, and maintain digital collections, especially image, audio, video files.
- Ability to develop working knowledge of the institution's electronic software/resources including ILS Polaris/Leap, ContentDM, Ancestry, Fold3, etc;
- Strong, user-centered service and reference philosophy;
- Excellent oral and written communication, and interpersonal skills;
- Strong organization and time-management skills;
- Attention to accuracy and detail;
- Commitment to team-focused work environment;
- Experience supporting research, curatorial, and exhibition projects.

Minimum Qualifications:

Master's degree in Museum Studies/collections, Library or Information Science/archives, Folklore Studies, American Studies, History, Anthropology, or similar discipline, with five (5) years of experience at a research library, museum, or other organization where duties included the care and management of special collections, working directly with the public and managing staff and/or volunteers.

Special Requirement: If candidate possesses a degree in Library or Informational Science, eligibility for a New York State Public Librarian's professional certificate at time of application; possession of certificate at time of appointment.

Note: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

The position will be filled based on Civil Service requirements. A provisional appointment will be made with an examination to be held at a later date. Candidate must meet civil service requirements for appointment following establishment of eligible list.

Civil Service job description and a link to the civil service application is on the library's website: www.crandalllibrary.org/about-us/employment/.

Qualified candidates should email a cover letter, resume, three professional references, and civil service application to Todd DeGarmo, Founding Director, The Folklife Center at Crandall Public Library, tdegarmo@sals.edu.

Applications must be received by October 4, 2021.