

POSITION DESCRIPTION

POSITION TITLE

Executive Director of Teti Library

DEPARTMENT: Teti Library
SUPERVISES: Full-time and part-time staff, work-study students
PAY GRADE: Salary, Exempt
WORK SCHEDULE: Full time, 12 months

POSITION DESCRIPTION

The Executive Director is a dynamic, positive presence on campus: engaging students, faculty, and staff with NHIA's robust resources to improve student learning and professional skills in a variety of areas. The Executive Director provides leadership of the Teti Library and Special Collections, Academic Support, and Career Services, that in collaboration with Academic Technology, supports the academic needs of the undergraduate, graduate, and professional development programs of the college.

RESPONSIBILITIES

Responsibilities include, but are not limited to, the following duties:

- Oversees the strategic vision of the library and academic support services; drives innovation and high-impact student success efforts.
- Provides leadership to the Library, Academic Support, and Career Services staff to ensure a holistic approach to the support of learning at NHIA. Collaborates with Academic Technology.
- Curates, promotes, and adapts NHIA's collections and academic services to meet the needs of its students and curriculum. Recommends improvements and assesses the collections' long and short term needs with regard to personnel, facilities, equipment, security, space and storage planning.
- Manages the day-to-day operations and short and long-term planning of the Teti Library and its Special Collections. Responsible for staff recruitment, training and supervision.
- Revises, updates and administers library policies and procedures. Creates and manages the library budget.
- Manages access to the collections of the library through oversight of cataloguing, processing, and preservation.
- Places high priority on Information & Visual Literacy Instruction, educating students and mentoring faculty in best practices for research and fully utilizing the resources available in and beyond the Library. Designs and provides instructional classes utilizing digital, monographic and primary resource materials from the Teti Library, Special Collections, and institutional archives.
- Promotes the use and access to Special Collection materials. Special Collection subjects include, but are not limited to, 19th and 20th Century photographic history, fine art books and book arts with a focus on photography, ceramics, and 20th and 21st Century illustrations. Engages in special projects involving the Archives and Special Collections. Oversees the cataloging, preservation, and access of NHIA's other art collections.
- Attends faculty meetings as a full voting member of the Faculty Senate.
- Represents NHIA on the GMILCS executive Board and the NHCUC Library Committee. Participates in professional associations both locally and nationally.

MINIMUM QUALIFICATIONS

- ALA accredited MSLIS or MLS with specialized coursework in archival management.
- 10+ years of progressive library and administrative skills, demonstrated leadership ability.
- Experience in archives and special collections with additional knowledge of records management, art and writing information resources, and emerging and established technologies.
- Excellent communication and interpersonal skills.

PREFERRED QUALIFICATIONS

- Experience in academic libraries, teaching & learning centers, or related areas of higher education.
- Degree or other credentialing in arts, design, writing, or related subject areas.
- Leadership experience in academic areas beyond the library.
- Library instruction and/or teaching experience.
- Knowledge of Polaris.

APPLICATION DATE

Priority will be given to applications received prior to May 15, 2018.

START DATE

July 2018

INSTITUTION

About the New Hampshire Institute of Art

The New Hampshire Institute of Art (NHIA) is the oldest and largest non-profit arts institution in New Hampshire, founded in 1898 and today offering undergraduate (BFA, Dual Degree BFA/MAT), graduate (MFA, MAT), and community education programs (Youth Arts, Pre-College, Community Education, and Professional Development) serving almost 2,000 students annually on two campuses in Manchester and Sharon/Peterborough, New Hampshire.

NHIA is accredited by the National Association of Schools of Art and Design (NASAD) and the New England Association of Schools and Colleges (NEASC). NHIA is also a member of the Association of Independent Colleges of Art and Design (AICAD). For more information visit www.nhia.edu.

How to Apply: NHIA seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply. Interested candidates should email a letter of interest, resume, and 3-5 references (*which will not be contacted without prior notice to the candidate*), to HR@nhia.edu. The position title must be included in the Subject line of your email. Due to the number of resumes received, only those being considered will be contacted.