

Director of Library and Archives
George C. Marshall Foundation

Job Summary: Reporting to the president of the Marshall Foundation, the Director of the Library and Archives is a member of the senior management team and directs and coordinates all functions of the Marshall Foundation Research Library and Archives. The director also leads the Marshall Legacy Series and manages the Marshall Foundation Scholars program.

Job Duties & Responsibilities:

1. Determines and sets research library and archives policies.
2. Recommends changes to library policies and services to the president of the foundation.
3. Oversees acquisition, care, and management of the collection.
4. Processes archival collections according to professional archival standards to make them accessible to researchers.
5. Catalogs books for addition to research library collection.
6. Supervises departmental interns and volunteers.
7. Prioritizes and oversees the digitization program of the library and archives.
8. Answers in-person, telephone, and email reference requests.
9. Assists on-site researchers.
10. Leads library and archives outreach to visiting groups.
11. Works closely with faculty from area college and universities to increase their knowledge of how the library and archives can support the education of their students.
12. Organizes and executes monthly Marshall Legacy Series programs.
13. Researches and writes narrative summaries for future Legacy Series sequences.
14. Identifies and compiles library and archives resources for Legacy Series subject guides.
15. Reviews and edits Legacy Series exhibit panel text.
16. Produces and distributes information about the Marshall Foundation Scholars program.
17. Communicates with students and faculty at Marshall Foundation Scholars program partner institutions.
18. Assists Marshall Foundation Scholars with archival research.
19. Writes articles for the foundation's blog and other publications.
20. Seeks collaborative opportunities with other institutions on programs such as digitization.
21. Participates in professional organizations and community meetings to promote the Marshall Foundation.
22. Tracks research requests, researcher visits, and briefings and tours to college classes and other groups.
23. Analyzes and coordinates the departmental budget estimates and controls expenditures to administer the approved budget.

Knowledge, Skills and Abilities: Knowledge of research library management principles; strong command of current research library best practices; experience in a supervisory or managerial position; knowledge of current best practices for digitization; demonstrated success in managing digitization projects; ability to provide excellent reference assistance to a diverse patron population; extensive knowledge of 20th century American and world history up to 1959; knowledge of current archival standards for arrangement and description; knowledge of preservation principles; presentation and public speaking experience; excellent oral and written communication skills; ability to manage multiple projects at one time; ability to set and achieve goals; ability to work individually or as part of a team; excellent attention to detail.

Education, Training & Experience: Master's degree in Library Science from an ALA-accredited institution or equivalent and five or more years of professional experience providing reference services, bibliographic instruction, and collection development, including at least three years in a supervisory capacity, in an academic library setting; any equivalent combination of training and experience which provide the required skills, knowledge, and abilities.

Special Requirements:

Physical Demands and Work Environment: Frequent entry into a temperature and humidity controlled vault; frequent stair climbing to access other levels of vault;

Functional Allocation Details:

Library and Archives: 60%

Legacy Series: 40%

Salary: competitive salary commensurate with experience

To apply: Submit the following documentation:

1. A cover letter describing relevant experience and interest in the position.
2. A current curriculum vitae or resume.
3. The names of 3 professional references and their contact information.

Completed applications can be submitted with the subject line "Director of Library and Archives application" to Alice Lee via email at leeaj@marshallfoundation.org.

Applications can also be mailed to the following address:

George C. Marshall Foundation
Attn: Alice Lee
340 VMI Parade
Lexington, VA 24450

Please direct any inquiries about this position to Alice Lee at leeaj@marshallfoundation.org or 540-463-7103 ext. 121.

About the George C. Marshall Foundation:

The George C. Marshall Foundation exists to promote the values of selfless service, dedicated effort and strength of character exemplified by Marshall's life and leadership in war and peace and to inspire new generations to follow his example as they face the challenges of the future.

George C. Marshall was a man of towering stature whose contributions to our nation and the world cannot be overstated. His characteristics of honesty, integrity, and selfless service stand as shining examples for those who study the past and for those generations to come.

The independent, nonprofit Marshall Foundation perpetuates Marshall's legacy through scholarship, leadership, and facilities (including a museum and research library) that offer a wide range of resources and materials for use by the general public, amateur historians, scholars and students of all ages.