

Job Description: Housel Director

Date: May 2022
Title: Housel Director
Department: McCracken Research Library
Position Reports To: Director of Curatorial, Education, & Museum Services
Status: Exempt / Full-time

Summary: Directs the operations, programs, exhibitions, research activities, and care and maintenance of the collections of the McCracken Research Library (MRL). Maintains the library collections according to modern, professional archival standards and provides research information and advice to staff, Center visitors, researchers, and patrons.

Job Duties:

- Collections
 - Leads development and curation of the MRL's permanent collection, including maintenance, conservation, cataloguing, and digitization.
 - Oversees acquisitions and deaccessions.
 - Collaborates on development and revision of Center collections policies and procedures.
 - Responds in a timely fashion to all donations and purchase offers.
- Research and Reference Services
 - Provides library/archival support to scholars and the public as appropriate to the Center's mission and MRL's resources.
 - Leads Center fellowship program.
- Exhibitions & Programs
 - Initiates and leads design, development, grant writing, and implementation of all temporary and permanent library exhibitions and ancillary programs within the MRL.
 - Provides library/archival support to exhibitions organized beyond the MRL by other Center departments or external partners.
- Leadership
 - Serves as chief spokesperson for the MRL and represents it in its relationships with the general public; Center members; the MRL advisory board; the Center Board of Trustees; donors; governmental entities; businesses; and scientific, historic, and research professionals.

Competencies:

- Comprehensive knowledge of current archival and research library practices.
- Professional knowledge of maintenance, handling, security, and preservation of archival materials, photographs, books, and manuscripts.
- Knowledge of current and historical publications as they relate to the Center disciplines: American history, western art, firearms, Indigenous Peoples of the American West, and the natural history of the Greater Yellowstone.
- Excellent verbal and written communication skills, including the ability to write for

publication and to lecture competently on behalf of the MRL.

- Technical aptitude in basic computer technology, e-mail, and Internet applications and office equipment.
- Effective and efficient work habits.
- Projects a positive, professional image.
- Decisive and solutions-oriented.

Supervisory Responsibilities:

- Supervises Associate Librarian, Archivist, Digital Technician, Reference Assistant, and interns.

Required Education and Experience:

- Master's degree in library science, archival studies, or related area.
- Additional master's degree in related discipline preferred.
- At least two years post-graduate experience in a research library and/or archives environment.
- Demonstrated organizational skills, including experience dealing with the public and scholarly communities
- Demonstrated management skills, including employee supervision and budgetary development.
- Successful experience with grant writing.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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Position Analysis/Specifications

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting				x
Standing		x		
Walking		x		
Bending Over			x	
Crawling	x			
Reaching			x	
Crouching		x		
Kneeling			x	
Balancing		x		
Pushing/Pulling			x	
Lifting/Carrying				
10 lbs or less			x	
11 lbs to 25 lbs		x		
26 lbs to 50 lbs		x		
51 lbs to 70 lbs	x			
Manual Dexterity		x		
Fine Motor Skills		x		
Gross Motor Skills			x	
Eye/Hand Coord.		x		
Near Vision				x
Far Vision		x		
Color Recognition			x	
Hearing		x		

Environmental Factors

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside		x	
Working Inside	x		
Working Alone			x
Working Closely with Others	x		
Excessive Cold/Heat		x	
Excessive Humidity/Dampness		x	
Noise/Vibrations			x
Working with Chemicals/Detergents/Cleaners			x
Working Around Fumes/Smoke/Gas		x	
Walking on Uneven Surfaces			x
Motorized Equipment or Vehicles		x	
Working with Machinery/Motorized Equip.		x	
Climbing on Scaffolds or Ladders	x		