

## **Job Description: Housel Director**

<b>Date:</b>	<b>July 2022</b>
<b>Title:</b>	<b>Housel Director</b>
<b>Department:</b>	<b>McCracken Research Library</b>
<b>Position Reports To:</b>	<b>Director of Curatorial, Education, &amp; Museum Services</b>
<b>Status:</b>	<b>Exempt / Full-time</b>

**Summary:** Directs the operations, programs, and activities of the McCracken Research Library (MRL) and oversees the care and maintenance of its collections.

### **Job Duties:**

- Leads stewardship, development, and curation of the MRL's archival and circulating collections.
- Manages, mentors, and advocates for the MRL's staff and volunteers.
- Provides support to the five Buffalo Bill Center of the West (BBCW) museums, scholars, and the public, onsite and virtually.
- Oversees the BBCW Resident Fellowship Program.
- Helps support *The Papers of William F. Cody* Project (CodyArchive.org).
- Develops innovative interpretive programs, such as exhibitions, lectures, and publications.
- Serves as chief spokesperson for the MRL through networking, public speaking and media engagements, presentations at conferences, and scholarly publications.
- Collaborates with the BBCW Development Department to raise funds for the BBCW and MRL through grants and donations.
- Works closely with the MRL's Advisory Board and the BBCW Board of Trustees.

### **Competencies:**

- Knowledge of current and historical research related to the BBCW disciplines: American history, western American art, firearms, Indigenous Peoples of the American West, and the natural history of the Greater Yellowstone Region.
- Strong record of personal research in one or more areas related to the BBCW disciplines.
- Familiarity with current archival and research library practices.
- Excellent verbal and written communication skills, including the ability to write for publication and to lecture compellingly on behalf of the MRL.
- Demonstrated organizational and managerial skills, including employee supervision, project management, and budgetary development and oversight.

### **Supervisory Responsibilities:**

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

### **Required Education and Experience:**

- PhD in western American history, art history, anthropology, ethnic or gender studies, natural history, environmental sciences, or a similar discipline *preferred* (ABD candidates may be considered).

- Accompanying academic and scholarly accomplishments, such as teaching, publishing, community engagement, and public history participation *preferred*.
- Demonstrated commitment to advancing diversity, equity, access, and inclusion.
- At least two years of experience in a leadership role.
- Experience of having worked closely with a variety of analog and digital resources in a research environment preferred.
- Additional Master's degree in library science, archival studies, or related area preferred.

**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		