

The Buffalo Bill Center of the West (Center), one of the premier institutions worldwide devoted to the history, cultures, and environment of the American West is seeking a **professional and innovative director of its McCracken Research Library**. The Housel Director position offers an extraordinary opportunity to shape and lead an exciting future for the McCracken.

The McCracken ranks with the likes of the Bancroft Library at UC Berkeley, the Beinecke Library at Yale, the Huntington Library, and the Western History Collections at the University of Oklahoma in terms of the depth and quality of its Western Americana research collections. Holdings include 36,000 books, more than 600 numbered manuscript collections, and over one million photographic images.

Through its collections and services, the Library supports the work of the five Center museums: Draper Natural History Museum, Buffalo Bill Museum, Plains Indian Museum, Whitney Western Art Museum, and Cody Firearms Museum. The McCracken's rare books, historical photographs, maps, manuscripts, and rich ephemeral collections feature in the museums' exhibitions and programs and are used extensively by researchers and curators.

The successful candidate will encourage and extend the work of a knowledgeable and skilled library staff of four and a group of committed volunteers. The Director will guide the stewardship of existing holdings and build exciting new collecting areas. The Director will also develop innovative interpretive programs, such as exhibitions, lectures, symposia, and publications. They oversee the Center's Resident Fellowship Program and actively contribute to The Papers of William F. Cody (CodyArchive.org), a project of the Buffalo Bill Museum and external partners.

Working closely with McCracken Advisory Board members, Center colleagues, and library team members and volunteers, the Director will build an international profile for the McCracken through networking, public speaking, media engagements, presentations at conferences, and scholarly publications. For use at the Director's discretion in alignment with institutional strategy are funds supporting acquisitions, travel, personnel, and programming. The Director will also collaborate closely with the Center's development department to raise funds for the library through grants and donations.

Candidates should ideally have experience in archives development and administration, or a record of involvement with archives and a capacity and willingness to expand their knowledge and skills. Experience working with a variety of analog and digital resources in a research environment is preferred. The Center may provide support to the Director for additional library and archival training and other forms of professional development for themselves and the other members of the McCracken team.

Candidates with a master's degree in western American history or a related subject will be considered; Ph.D. preferred. Additional Master's degree in library science, archival studies, or related area preferred. Candidates with a Master's degree in library science with a deep interest in western American history or a related subject will also be considered. The ability to lead a team, collaborate with colleagues and external partners, participate actively in the field of western American archives, and interface with the public is critical.

Inquiries are welcome.

The salary for this position begins at \$75,000 p.a., accompanied by a full benefits package. Please apply by submitting your resume, a cover letter explaining why you want this position and why you believe you'd be successful in it, and the names and contact information for three professional references to: Terry Harley at terryh@centerofthewest.org. If you have questions about the position or require more information, please contact Karen McWhorter, Chair of the Search Committee, at karenm@centerofthewest.org.

To learn more about the MRL and its collections and activities, please visit centerofthewest.org/research/mccracken-research-library.

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Job Description: Housel Director

Date: April 2023
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, 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 or deep interest in the BBCW disciplines: American history, western American art, firearms, Indigenous peoples of the American West, and the natural history of the Greater Yellowstone Region.
- Familiarity with current archival and research library practices.
- Experience working with a variety of analog and digital resources in a research environment.
- 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:

- Master's degree in western American history or a related subject will be considered; *PhD preferred*.

- Additional Master's degree in library science, archival studies, or related area *preferred*.
- Candidates with a Master's degree in library science with a deep interest in western American history or a related subject will also be considered.
- At least two years of experience in a leadership role.

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		