



UNIVERSITY OF
MARYLAND

DAVID C. DRISKELL CENTER
FOR THE STUDY OF THE VISUAL ARTS AND CULTURE OF
AFRICAN AMERICANS AND THE AFRICAN DIASPORA

1214 Cole Student Activities Building
College Park, Maryland 20742
301.314.2615 TEL 301.314.0679 FAX
driskellcenter@umd.edu
www.driskellcenter.umd.edu

POSITION TITLE: PROJECT DIRECTOR/ARCHIVIST
The David C. Driskell Center, University of Maryland, College Park

The David C. Driskell Center for the Study of the Visual Arts and Culture of African Americans and the African Diaspora seeks a part time Archivist to oversee the Driskell Center Archives (Driskell Papers, Steele Papers, Faith Ringgold Study Room, new archive collections, and library); manage the digitization of the archives under the Driskell Center Digitization Project; and provide reference service to researchers.

This position is funded by the David C. Driskell Center and the Institute of Library and Museum Services; the project is already in its second year; the position is for one year with the option for renewal.

The Archivist in this position:

- Oversees the methodology and integration of archival practices into an ever-growing corpus of materials used by scholars and students. The Archivist should have a broad understanding of archival and digital technology as related to an academic research library setting as well as knowledge of emerging trends in digital technologies and archival practices.
- Oversees the Driskell Center Archives (Driskell Papers, Steele Papers, Faith Ringgold , new archive collections, and library); provides reference service to scholars who use the Center's collections for research purposes; catalogs new acquisitions; catalogs, updates, documents records in a PastPerfect database performing tasks including accessioning, arranging, and describing; appraising and preserving, as needed.
- Oversees the digitization of the Archives and oversees the IT aspects including on-line presence, e.g. PastPerfect online, blogs etc. to improve overall collection management and accessibility. Supervises graduate and undergraduate assistants with inventorying and documenting the archives collections. Supervises daily work of undergraduate students. Assists with interviewing and hiring undergraduate students and interns.
- Writes and/or proofreads most outgoing correspondences, reports, and publicity material. Provides administrative support to the Center's Directors, as needed, including make travel arrangements for the Center's directors and the Center's guests. Assists in managing and organizing Center's events as well as events by other units held at the Center, including receptions, room reservations and scheduling, dining services, and others. Working during a few evenings and Saturdays during the year is required.



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Candidates should have demonstrated organizational skills in planning, prioritizing, and achieving goals. Additionally, they must possess knowledge of archival and records management principles and practices and the data structure standards relevant to the archival control of digital collection materials. They should also have demonstrated the ability to work with databases.

QUALIFICATIONS: This position requires a graduate degree (MLS or MIM) in Library Science, Information Science, Archival Administration, or a related field; at least two years of relevant professional experience, including database management and project management in a research or academic library, including at least one year of experience in special collections or archives at a paraprofessional or professional level; in-depth knowledge of library/archives systems, procedures, and standards. Demonstrated knowledge of archival appraisal, preservation, arrangement, description, and access theories and procedures. Excellent organizational, problem-solving, and communication skills; oral and written fluency in English. Supervisory experience; experience in project planning, management, and completion. Experience with PastPerfect, TMS, Microsoft Access, or other open source software preferred. Familiarity with web development tools. Preferred: Scholarly knowledge of and interest in African American art and culture.

SALARY AND BENEFITS: This is a contract, part-time exempt position; (Monday-Friday, 20 hours per week); for 12 months, possibly renewable. Benefits are prorated.

TO APPLY: Please send cover letter of application, resume, and the names and contact information of three professional references to dyaron@umd.edu.