Emma Willard School is seeking an Assistant Director of Research and Archivist to join our team. The ideal candidate will be a librarian with archive training and experience who is a self-starter, excited to learn, and comfortable thinking on their feet. The Assistant Director of Research and Archivist is a 10-month position that reports to the Director of Research and Library Resources.

Dietel Library is a thriving library that includes robust print and digital collections, spaces for both quiet study as well as messy collaboration, a busy maker space, and an archive collection that chronicles not only the history of our school but also a significant piece of the history of women’s education. This position will assist the Director of Research in maintaining, growing, and promoting these library spaces. They will partner with the Director in the delivery of the research program through teaching and reference desk help and providing a wide range of programming for our community.

As the School Archivist, this position will be responsible for building a vision for the school’s vast physical and digital archive. The vision will align with the school’s strategic plan and both honor and examine our institution’s rich history. The archivist will partner with Communications, Advancement, and the Office of Diversity, Equity, and Inclusion to build the archives into a premier showcase of the school’s history that features authentic and honest presentations of the history of the school and its founder.

Emma Willard School encourages candidates from under-represented groups and individuals who have demonstrated experience with diverse populations who can contribute to the diversity and excellence of the academic community through their service to apply.

**Position Purpose / Expected Results:**

- Manage the physical library and archive spaces.
- Develop and maintain the print and digital collections in both the library and archive. This can include, collection development, cataloging, organizing collections, and connecting with various constituents to continuously update our archives.
- Support the research and archive programs through curricular and extracurricular collaboration with students and teachers.
- Planning and implementing engaging programming that meets the needs of our community.
- In partnership with Communications, Advancement, and the Office of Diversity, Equity, and Inclusion develop and lead initiatives to make the archive more visible and accessible to internal and external communities while also bringing an archival lens to all of our practices.
- Develop a vision for the archives in line with the school’s recently adopted Strategic Plan.
• Supervise student volunteers.
• Advise the Gargoyle (yearbook) club or lead similar co-curricular activities.
• Participate in weekend duty.
• Be a strong advocate for all-girls’ education.

Minimum Requirements / Qualifications / Competencies:
• Hold a Masters in Information Science/Library Science from an ALA accredited program or a related field
• Have experience/completed course work in managing an archives collection
• Have strong writing skills and experience communicating and promoting a program to internal and external constituents.
• Have a valid driver’s license.
• Enthusiasm for experimenting and exploring different or unfamiliar technologies.

We seek to identify, recruit, and develop employees who bring a diversity of experiences, perspectives, talents, and backgrounds. Emma is an equal opportunity employer.

Emma Willard School requires employees to be fully vaccinated with the exception of medical exemptions.

Please apply through the school's Career Center website.