

Fine Arts Librarian

California College of the Arts, San Francisco Campus
Full-Time, (37.5 Hours/Week), Exempt
Job #1991 April 2010

About California College of the Arts

Founded in 1907, California College of the Arts (CCA) is noted for the interdisciplinarity and breadth of its programs. It offers studies in 20 undergraduate and seven graduate majors in the areas of fine arts, architecture, design, and writing. The college offers bachelor of architecture, bachelor of arts, bachelor of fine arts, master of architecture, master of arts, master of fine arts, and master of business administration degrees. With campuses in San Francisco and Oakland, CCA currently enrolls 1,800 full-time students. Noted alumni include the painters Nathan Oliveira and Raymond Saunders; the ceramicists Robert Arneson, Viola Frey, and Peter Voulkos; the filmmaker Wayne Wang; the conceptual artists David Ireland and Dennis Oppenheim; and the designers Lucille Tenazas and Michael Vanderbyl. For more information about CCA, visit www.cca.edu.

Summary

The Fine Arts Librarian serves the information needs of students and faculty working in the fine arts studio programs. Areas of responsibility are collection development, reference and research services, and library instruction. The Fine Arts Librarian coordinates ARTstor services, including supervision of the Visual Resources Curator, who digitizes and catalogs images for instructional purposes.

Report to: Director of Libraries

Department: Libraries

Responsibilities

Collection Development:

- Select books and other publications to enhance the fine arts collections of both Meyer and Simpson Libraries; selections are primarily current publications on contemporary art.
- Review and process acquisition requests from fine arts students and faculty.
- Review, assess, and determine disposition of gift books and periodicals.
- Manage budget for collection area and work with the Acquisitions Associate to determine vendors and best pricing for acquisitions.
- Participate in weeding the library collections.
- May also have responsibility for specific special collections, such as artists' books.

Public Services:

- Provide reference service in the fields of art and design.
- Assist fine arts students with their research needs, primarily for thesis work.
- Facilitate interlibrary loan requests.
- Provide library instruction, including in-class instruction and orientations.

ARTstor Services:

- Manage all aspects of ARTstor participation, including development of institutional collections and administration of personal collections.
- Train and assist faculty and students in the use of ARTstor, including its Shared Shelf service.
- Work with faculty who need assistance developing digital image resources for their classes.
- Supervise visual resource operations as performed by the Visual Resources Curator and student assistants.

General Librarian Duties:

- Participate in space planning and policy development.
- Gather statistics, prepare reports, and develop assessment instruments.
- Perform other duties as assigned.

Minimum Qualifications

MLS or equivalent; or a doctorate in an arts-related field with significant work experience in an academic library. Must have demonstrable knowledge of contemporary fine arts, including its sources of documentation. Ability to identify and selectively acquire fine arts publications to enhance the library's collection. Familiarity with ARTstor and ability to become an expert ARTstor user; knowledge of digitization issues highly desirable. Excellent written and oral communication skills, good time management skills, and advanced organizational ability. Public service orientation is essential.

Salary: \$40-50,000 / annually commensurate with experience and qualifications, and includes a comprehensive benefits package.

Application Instructions

Applicants are invited to submit a letter of interest, resume and the names and telephone numbers of three professional references to:

California College of the Arts
Human Resources (Job #1991)
5212 Broadway Oakland, CA 94618-1487
fax 510.594.3681
employment@cca.edu

Application Deadline: Applications received by June 11, 2010, will receive priority consideration. Screening begins immediately and will continue until the position is filled. NOTE: If you wish to be notified of the status of your application for this position, please provide a current email address on your resume or cover letter.

CCA is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.