

# Assistant Head, Digital Collections Department

## Northwestern University Library, Evanston, IL

Under the direction of the head of the digital collections department, the assistant head is responsible for conceptual development and execution of digital library projects and related services. The assistant head supervises staff engaged in digital conversion and digital project management and assists with implementation of digital archiving and curation services for the library and the University.

### Job ID 17956

#### Job Details - Responsibilities:

The assistant head develops and executes digital library projects. Supervises staff engaged in project management, digital production, and provision of digitization services to the faculty and to the broader university community. Contributes to the development of best practices for Northwestern's digital library program and repository services. Works closely with curators and other key staff throughout the library to assess feasibility and develop plans for digital projects and to design and implement technical infrastructure. Directly manages selected digitization projects. Contributes to the preparation of grant and other funding requests for submission to the library administration, other university funding sources, and/or to outside grant-giving organizations. Supervises in-house book and large format print digitization and internal media digitization and streaming operations and related requesting, management, and delivery services. The assistant head is expected to maintain awareness of trends affecting digital libraries, digital preservation, and the curation of digital objects. May chair or participate in committees and working groups. Directly supervises one part time project librarian, the head of digital production, and a rotating team of term funded specialists. Indirectly supervises five paraprofessional staff. Works closely with other digital collections department staff to provide services to the university community. Assists with departmental budget management, equipment and software selection, and facility oversight. Supervises the entire department in the absence of the department head.

#### Required Qualifications:

Masters degree from an ALA accredited program in library and information science or equivalent combination of education and relevant library experience. At least 3 years of experience working in an academic library setting, specializing in digital libraries, information services, repository services, or a related area. Supervisory experience and project management experience. Excellent interpersonal and communication skills. Demonstrated understanding of, and expertise in, a wide range of digital library standards, including standards for content, metadata, and digitization. Experience with XML preferred. Awareness of current issues in digital curation and preservation. Experience collaborating with colleagues to bring complex projects to completion. Ability to build and maintain effective working relationships within the university community and with external vendors and corporate partners. Flexibility to work in a dynamic and changing environment.

**Library environment:** Northwestern University is a major private university with campuses in Evanston and Chicago, Illinois and in Doha, Qatar. The digital collections department staff is based on the Evanston campus. One of the leading private research libraries in the United States, Northwestern University Library serves the educational and information needs of the NU community as well as scholars around the world. Its collection contains more than 4.6 million volumes and a full array of digital resources. The library has a robust collections conversion program. University Library is a member of the Association of Research Libraries (ARL) and

participates in programs of the Committee for Institutional Cooperation (CIC). See more information about the Library at: <http://www.library.northwestern.edu> .

**To Apply:**

Send letter of application, resume or vita, and names of three references to the attention of Roxanne Sellberg, Associate University Librarian for Administrative Services, by mail to Northwestern University Library, 1970 Campus Drive, Evanston IL 60208-2300 or electronically to [library-personnel@northwestern.edu](mailto:library-personnel@northwestern.edu) .

Link: <http://www.library.northwestern.edu/print/about/library-administration/jobs/listings/assistant-head-digital-collections-department>

First consideration for applications received by: 10/30/2011

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