



Program Head, Aga Khan Documentation Center



Job Summary

The role of Program Head for AKDC is a critical leadership position responsible for stewarding and developing collections, services, and programs to support the information needs of the faculty, students and researchers of the Aga Khan Program for Islamic Architecture (AKPIA) in MIT's School of Architecture and Planning. It also provides oversight of the Archnet in partnership with the Aga Khan Trust for Culture and engages in other innovative collection development within the Department of Distinctive Collections in the MIT Libraries.

Primary responsibilities:

- Leads and develops long-range planning for the Aga Khan Documentation Center and Archnet in collaboration with the Libraries, and particularly within the Department of Distinctive Collections, as well as with AKPIA Program faculty and staff. Sets goals, develops strategies for content and staffing, measures and assesses progress. Stewards the yearly AKDC endowment payout and engages in budget planning in collaboration with the Trust and Libraries. (25%)
- Supervises and supports Program staff in their work. (15%)
- Initiates, maintains and enhances strategic partnerships; responsible for fostering relationships around collaborative initiatives designed to promote community collection-building. (15%)
- Oversees the management of content and user experience for the Archnet, collaborates on collection development of archival materials. (10%)
- Serves as the MIT Libraries expert on the research and learning culture and practices of the AKPIA Program at MIT. (5%)
- Provide instruction and reference services on material and visual culture in Muslim societies to the MIT Community and beyond in support of the Libraries' goals to ensure that all users understand and can effectively engage the research resources through the Libraries' open global platform. (10%)
- Participate actively in system-wide initiatives and serve on committees and task forces as needed. (10%)
- Communicate actively with fellow professionals through research, writing or presentations, and/or professional service activities. (10%)

Required Qualifications:

- Master's degree in library or information science or equivalent in education.
- Minimum 5 years relevant experience required.
- Educational background or equivalent work experience in architectural and art history in the Islamic cultures and developing world.
- Demonstrated success with leadership and management of people and programs. Evidence of strong orientation toward collaboration, creativity, and collegiality, as well as consistent follow-through, efficient workflow planning, and responsible budgeting. Proven success in working in a highly collaborative environment and in establishing and nurturing effective partnerships.
- Demonstrated knowledge in one or more areas related to digital collections and digital materials stewardship in an academic or research environment, e.g. conceptualizing and

administering technical projects, management of databases and web services, image management and presentation, digital humanities, and/or developing rich digital scholarly resources.

- Excellent communication, organizational, and analytical skills.
- Proven ability to work effectively with and understand the information needs of faculty, students, and staff.
- Commitment to on-going professional involvement and contributions, evidence of contemporary awareness of current trends, scholarship, and socio-political events that impact the work of the Program. Interest in and deep knowledge of the history and theory of architecture, urbanism, environmental and landscape design, visual culture, and conservation in Muslim societies.
- Reading knowledge of at least one language relevant to the collection, e.g. Arabic, Farsi, Urdu, etc.
- Demonstrated commitment to diversity and understanding of the contributions a diverse workforce offers.

Preferred:

- Advanced degree in architectural and art history in Islamic cultures and developing world.
- Experience working with an online professional/academic community.
- Experience working with tangible and digital special collections and archives. Knowledge of best practices for security, storage, handling, description and service.
- Reading and speaking knowledge of more than one language relevant to the collection, e.g. Arabic, Farsi, Urdu, etc.

SALARY AND BENEFITS:

\$ 86,103 minimum salary. Actual salary will depend on qualifications and experience. MIT offers excellent benefits including a choice of health and retirement plans, a dental plan, tuition assistance, and fully subsidized MBTA passes for local bus and subway service. Flexible work arrangements, including flex-time and telecommuting, are considered for positions that meet established criteria. The MIT Libraries is a collegial and supportive working environment and fosters professional growth of staff with management training and travel funding for professional meetings.

APPLICATION PROCESS:

Apply online at: <http://careers.mit.edu/> or through this direct [link](#); applications must include cover letter and resume. Priority will be given to applications received by **May 1st 2020**; position open until filled. MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and minority candidates. Professionals who enthusiastically embrace the empathy, courage, self- reflection and respect of a multi-cultural, diverse and inclusive workplace, and who strive to incorporate those values in their work and interactions are encouraged to apply.