



Digital Scholarship Archivist
Institute Archives and Special Collections (IASC)
[Librarian /Archivist I or II]

The MIT Libraries are seeking an enthusiastic and creative archivist, library or information professional to facilitate and enhance the activities and programs of the Institute Archives and Special Collections that promote and access, use and learning with digital archives, rare books and special collections. This is an exciting time at the MIT Libraries. MIT has a bold new vision for the library as an open global platform rooted in our shared values and mission; supported by innovative approaches to community and relationships, discovery and use, and stewardship and sustainability; and informed and enabled by an expanded emphasis on research and development. To advance this vision, the Libraries have committed resources to building organizational capacity in archives and special collections.

The Digital Scholarship Archivist will initiate new ways of engaging students, faculty and the community with digital archives, rare and special collections, and will promote and interpret archival, rare and unique collections through innovative and engaging digital exhibitions, educational programming, social media and other creative means. The Digital Scholarship Archivist will promote the values of diversity, inclusion and social justice through encouraging the widest use of and access to materials, and advocating for policies, procedures, and technologies to insure the broadest access. They are also responsible for maintaining the IASC web presence, including the department website and social media, coordinating development and/or revision of content, and working with Libraries' technology tools and platforms to expand access to content. The Archivist collaborates and consults on digital projects and develops resources to support student learning and faculty research. They assist with coordination of digital collections workflows and the creation of digital assets from special collections materials. The Digital Scholarship Archivist engages in outreach, instruction and teaching activities ensuring that researchers can make effective use of archival services and resources; and acts as a liaison with other Libraries subject liaisons. They will collaborate with staff across the Libraries' including the Humanities and Digital Scholarship Librarian, colleagues in positions with some focus on digital scholarship, and project teams to develop new services and advance support for digital scholarship. As a member of the IASC staff, the Archivist will assist with reference requests as needed. It is expected that the Archivist will engage professionally with organizations to further their foundational knowledge of trends and issues in order to contribute to strategic change and advance the profession. This position reports directly to the Institute Archivist and Program Head, Digital Archives.

QUALIFICATIONS include a Master's Degree in Library, Archival or Information Science or equivalent with graduate-level libraries or archives coursework or equivalent education and work experience; experience with digital content development, social media, and the transformation of analog and digital content; and some combination of:

- Experience with tools or practices essential in digital scholarship, (web development, data management, working with digital texts, multimedia presentation platforms, data visualization, datamining, etc.)
- Knowledge of archives and/or special collections, digital humanities, digital scholarship, and pedagogy;
- Knowledge of issues re: security, confidentiality, intellectual property, and access rights
- Experience engaging with user community at all levels
- Ability to cultivate and sustain productive relationships with faculty, students, and administrative and academic staff.
- Excellent interpersonal skills to collaborate and work effectively within and across organizational boundaries in a diverse organization and with a wide variety of users.

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- Enthusiasm for embracing the empathy, courage, self-reflection and respect essential in a multicultural, diverse and inclusive workplace, and ability to embrace those values in collections and public service work.
- Demonstrated ability to be flexible, tolerate ambiguity, adapt to change and successfully work in a fast-paced, dynamic environment.
- Strong organizational and analytical skills with proven success in independently prioritizing work and managing competing deadlines.
- Supervisory experience or demonstrated potential to be an effective supervisor.

Preferred

- Experience working in an academic environment
- Project management skills or experience
- Experience with user experience analysis or website design
- Knowledge of the history of science; history of the book

SALARY AND BENEFITS: \$55,000 minimum. Actual appointment level and 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/>. Applications must include cover letter and resume. Priority will be given to applications received by December 1, 2017; position open until filled. MIT is strongly and actively committed to diversity within its community and particularly welcomes 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.

The MIT Libraries are dedicated to advancing research, teaching, and learning at MIT and beyond. In addition to supporting every part of the Institute with distinctive collections, world-class service and expertise, and welcoming spaces, the Libraries seek to define the global research library of the future. We aim to play a leading role in advancing knowledge to solve global challenges by enhancing the discovery, use, collection, creation, management, dissemination, and preservation of information across disciplines. Library staff at all levels contribute to this mission and to a culture that values openness, inclusion, innovation, and community.