

JOB ANNOUNCEMENT

Organization: National Museum of Women in the Arts
Position: Director of the Library and Research Center
Department: Library and Research Center

POSITION SUMMARY:

The National Museum of Women in the Arts seeks a Director for the Betty Boyd Dettre Library and Research Center (LRC). The Director is responsible for the administration and operation of NMWA's Betty Boyd Dettre Library and Research Center (LRC). The LRC includes the library research collection, artist archives, institutional archives, artist files, rare books, online resources, and a renowned collection of artists' books.

The LRC Director develops and implements the LRC's long-range plans and oversees all LRC services, including reference and research, collection development and management, archival processing, user outreach and programming, and technical services functions including cataloging, acquisitions, and management of the integrated library system. The Director oversees the museum's digital asset management program. The LRC is a vital part of museum visitors' experience of NMWA. The LRC Director leads the department in developing and presenting digital and in-gallery exhibitions as well as a range of virtual and in-person programs. In the execution of these duties, the Director supervises library staff, contractors, library interns, and volunteers.

Major Responsibilities:

- Manages and supervises all LRC operations, resources, and staff
- Provides leadership and direction in the development of short- and long-range plans
- Prepares budget and assures that work in the library is performed effectively and efficiently within budget
- Coordinates library development and fund raising; conducts grant research and writes proposals for federal, foundation, and corporate funding for LRC programs
- Develops and implements policies, procedures, and standards for operation
- Collaborates and coordinates cross-departmentally and externally in the planning of programs and asset sharing
- Develops and promotes programs including LRC-related exhibitions
- Performs collection development, user outreach, and research and reference duties
- Oversees NMWA archival collections
- Supervises digital asset management program
- Supports the museum's commitment to diversity, equity, accessibility, and inclusion (DEAI), e.g. serve on staff working groups, participate in staff training, field and accommodate visitors' accessibility requests, and apply DEAI best practices to programs and resources for online and in-person visitors
- Takes part in other projects of the division of art, programs, and public engagement, and the museum.

QUALIFICATIONS:

- Minimum six years professional experience in an art library or art archives setting, preferably in an art museum
- Master's degree in library and information sciences from an American Library Association-accredited program
- Advanced knowledge of institutional and personal archives management, including collection policies and archive appraisals
- Experience in art library collection development
- Strong leadership skills, creative problem-solving skills, and desire to engage audiences
- Experience with digital asset management systems and digitization project management
- Excellent written communication skills
- Ability to thrive in collaborative and dynamic environment
- Conversant in art history, particularly modern and contemporary art history
- Familiarity with artists' books
- Participation in professional communities or associations

SALARY:

The salary range for this position is \$65,000-\$95,000 annually based on experience and includes a benefits package.

Please submit applications by emailing cover letter and résumé to HR@nmwa.org. Successful candidates will be subject to reference and background checks. The National Museum of Women in the Arts is an equal opportunity employer.

The National Museum of Women in the Arts ([NMWA](https://www.nmwa.org)) is the first major museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.