POSITION VACANCY ANNOUNCEMENT

POSITION: Exhibits Associate – Library Associate I

REPORTS TO: Exhibits Coordinator

SALARY: $35,115 annual salary; Actual rate will reflect experience and credentials

REQUISITION #: 505307

DEADLINE DATE: November 23, 2017 - - applications will be reviewed as received

JOB SUMMARY
Reporting to the Exhibits Coordinator, the Exhibits Associate is responsible for contributing to the daily operations of the exhibitions program including curatorial support throughout the exhibition development process. Communicates and collaborates with exhibit curators and personnel in various departments and units of the Libraries to plan, design, install, and promote exhibits. Liaises with digital and preservation personnel to ensure the preservation of and access to exhibit objects. Participates in managing 11 exhibit areas across the Libraries and additional pop-up and flex spaces, including furniture and technology. Researches, curates, and designs annual exhibitions in the Albert H. Nahmad Panama Canal Gallery and at the Panama Canal Society Reunion. Writes and edits interpretive text for exhibitions. Explains exhibit policies, procedures, and best practices to personnel engaged in exhibit curation. Participates in the development of online and traveling exhibitions. Communicates with a diverse population of stakeholders, including donors, lenders, and members of the UF and Gainesville communities. May train and/or supervise OPS and student staff, interns, or volunteers.

The library encourages staff participation in reaching management decisions and consequently the Exhibits Associate will serve on various committees and teams. To support all students and faculty and foster excellence in a diverse and global society, the Exhibits Associate will be expected to include individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives in work activities and decision making.

RESPONSIBILITIES
Assists the Exhibits Coordinator and curators across the Libraries in developing exhibit topics, selecting objects, and all aspects of installation and de-installation. Compiles reports, prepares documentation and statistical information relevant to the Exhibits Program. Collaborates with university personnel and community stakeholders to promote exhibits to a wide audience. Participates in managing the Libraries exhibit areas. Ensures all exhibits adhere to existing policies and best practices.

Researches, develops, and curates exhibitions from the Panama Canal Museum Collection, including annual exhibitions in the Albert H. Nahmad Panama Canal Gallery, at the Panama Canal Society Reunion,
online, and at other traveling venues as appropriate. Writes and edits interpretive text for exhibitions. Assists in managing community relations for the Panama Canal Museum Collection, including providing exhibit tours for visitors, communicating with donors and community members, and participating in the acquisition and management of gifts. Collaborates with a diverse group of stakeholders, including personnel in the Department of Special & Area Studies Collections and the Friends of the Panama Canal Museum Collection.

Develops and maintains efficient systems for managing program equipment and materials. Develops and maintains professional peer contacts with partner organizations and internal staff in order stay current in subject area. Assists with educational outreach and promotional efforts. Participates in the creation of digital and multimedia exhibit components. Consults with preservation personnel to ensure objects meet necessary standards for display.

Other Duties as Assigned
Serves on library committees and participates in special projects as assigned. Participates in professional development opportunities as needed. Performs other duties as assigned.

Trains and supervises OPS, interns, and student assistants.

QUALIFICATIONS

Required:
Bachelor’s degree and two years of related library experience; or a master’s degree and one year of related library experience; or any equivalent combination of experience, training and/or education.

Preferred:
- Curatorial or exhibit design experience in an academic setting
- Bachelor’s degree in Art History, History, Public History, or Anthropology
- Strong verbal and written communication skills
- Experience with Adobe Creative Cloud and/or graphic design
- Ability to plan, manage and complete complex projects
- Ability to work both independently and collaboratively with faculty, students, administrators and the general public
- Ability to coordinate numerous and diverse, concurrent programs
- Flexibility, and ability to adapt and work in a rapidly changing academic environment
- Supervisory experience
- Experience with Microsoft Word, Excel, and Outlook

THE UNIVERSITY OF FLORIDA
The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities. UF was ranked 9th among public universities in Forbes’ “America’s Best Employers 2015” and 9th among “Top Public Schools” in U.S. News and World in 2017. UF has a long history of established programs in international education, research and service. In 2013 the Florida Legislature designated UF as the state's preeminent institution which grew into an opportunity to achieve national and international recognition for the University’s work in serving students and the world. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at http://www.ufl.edu.
UNIVERSITY OF FLORIDA LIBRARIES
The libraries of the University of Florida form the largest information resource system in the state of Florida. The UF Libraries consist of seven libraries on the Gainesville campus and three off-campus facilities; six of the campus libraries, and all of the off-site facilities, are in the system known as the George A. Smathers Libraries at the University of Florida. The remaining library is the Lawton Chiles Legal Information Center. Collectively, the UF Libraries (the Smathers Libraries and the Legal Information Center) hold or provide access to over 5.45 million print volumes, 8,100,000 microfilms, 1.25 million e-books, over 152,000 full-text electronic journals, over 1100 electronic databases, 1.26 million documents and 1.35 million maps and images.

The UF Libraries have built a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children’s Literature, and Maps and Imagery collections. The UF Libraries are a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), and the Association of Southeastern Research Libraries (ASERL). The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The organizational chart is available at http://www.uflib.ufl.edu/orgchart.pdf.

The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries’ commitment to both is articulated in the Inclusion Statement and Intellectual Freedom Statement, both of which are posted at http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom.

COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2015, Gainesville was named the “Best Midsize College City in America” by WalletHub and ranked no. 7 on Livability.com “Top 10 College Towns”. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the Gainesville Awards and Recognition link. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling Greater Gainesville your next home. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive, Gainesville is an affordable city and area to live in – using a cost of living calculator you can compare cities across the United States. See how affordable Gainesville really is!

BENEFITS
Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at http://hr.ufl.edu/benefits/. UF offers a comprehensive new online benefits tool called ALEX to help employees and prospective employees review benefit choices at UF.

APPLICATION PROCESS
To apply, submit 1) a cover letter detailing your interest in and qualifications for this position; 2) your current resume or CV; and 3) a list of three references including their contact information (address, telephone number, and email). Apply by November 20, 2017 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 505307. Failure to submit the required documents may result in the application not being considered. If you have questions about the application process please contact Tina Marie Litchfield, tlitchfield@uflib.ufl.edu.
Final candidate will be required to provide official transcript to the hiring department upon hire. A transcript will not be considered “official” if a designation of “Issued to Student” is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by National Association of Credential Evaluation Services (NACES), which can be found at [http://www.naces.org/](http://www.naces.org/).

**AFFIRMATIVE ACTION/EEO**
The University of Florida is an Affirmative Action, Equal Opportunity Employer and encourages applications from women and minority group members. We are dedicated to the goal of building a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at [http://www.hr.ufl.edu/job/datacard.htm](http://www.hr.ufl.edu/job/datacard.htm). This information is collected by the University of Florida's Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.