POSITION VACANCY ANNOUNCEMENT

POSITION: Panama Canal Museum Collection Curatorial Assistant – Library Associate 1
DEPARTMENT: Special and Area Studies Collections
REPORTS TO: Associate Chair, Special and Area Studies Collections
SALARY: Minimum annual salary at $27,126; Actual rate will reflect experience and credentials
REQUISITION #: 512377
DEADLINE DATE: October 4, 2019 – applications will be reviewed as received
PLEASE NOTE: This is a part-time (.75 FTE – 30 hours per week), time-limited position for a 12-month period.

JOB SUMMARY
This time-limited position supports collection development, education, and outreach activities for the Panama Canal Museum Collection (PCMC), and is primarily responsible for assisting the PCMC curator in planning and implementing an oral history project. The Curatorial Assistant identifies interviewees, schedules and conducts oral history interviews, conducts research using PCMC materials and other resources, coordinates interview transcription workflows, and tracks and analyzes data about the project. The position communicates regularly with a diverse community of individuals relating to the Panama Canal, the Canal Zone, and Panama, including interviewees, members of the Executive Council of the Friends of the PCMC, and members of the Panama Canal Society. The position also provides research assistance, interprets PCMC materials in exhibits and displays, and participates in promotional activities and fundraising efforts to support an ongoing oral history program. The Curatorial Assistant participates in training and/or supervising PCMC student assistants or OPS personnel.

RESPONSIBILITIES
Oral History Project Implementation
• Works with the PCMC curator to plan project activities, develop project documentation, and identify interview subjects
• Schedules and conducts oral history interviews
• Conducts research using PCMC materials and other resources
• Adheres to standard procedures to coordinate transcription workflows using volunteers, automated solutions, and/or PCMC personnel.
• Completes quality control activities for transcriptions of interviews.
• Maintains and analyzes data about the project, including time and labor required for all activities.
• Promotes awareness of the oral history project through social media posts and online digital content.
• Supervises PCMC student assistants or OPS personnel

**Collection Development, Outreach, and Education**
• Provides research assistance and assists with public tours and events, exhibitions, and other outreach activities
• Interprets PCMC materials in exhibits and displays
• With the PCMC curator, acquires and processes PCMC materials relating to oral histories
• Participates in PCMC collection management activities including maintaining archival finding aids and metadata for digital content, ensuring proper storage and preservation of holdings, and maintaining documentation about holdings.
• Maintains and reports data about the PCMC collection, outreach, and education (e.g., reference and instruction).

**Communication and Community Engagement**
• Communicates regularly with a diverse community of individuals relating to the Panama Canal, the Canal Zone, and Panama, including interviewees, members of the Executive Council of the Friends of the PCMC, and members of the Panama Canal Society.
• Supports development activities to raise funds for on ongoing oral history program by working with the PCMC curator and Development personnel.
• Participates in public and private events held by the Libraries, the Panama Canal Society, and other groups, in order to promote the oral history project.
• Communicates and maintains relationships with personnel in SASC, Digital Support Services, and other units in the Libraries.

**Other Duties as Assigned**
- Attends meetings and trainings to remain appraised of procedures and policies, to gain knowledge and skills, and to share information with others.
- Participates in special projects and performs other duties as assigned.
- Serves on departmental and library committees or working groups.

**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:**
• Experience conducting interviews.
• Experience conducting research using archival materials or museum objects.
• At least one year of successful experience applying best practices or standards in the management of archival or museum collections.
• Experience providing assistance to researchers in an archives, library, or museum.
• Working knowledge of technologies such as archival management systems, museum management systems, digital systems and metadata, and/or library catalogs.
• Experience participating in education, outreach and promotional activities.
• Experience with public engagement, community relations, and/or donor relations.
• Experience hiring, training, and/or supervising student assistants or OPS personnel.
• Excellent planning, analytical and organizational skills.
• Excellent verbal and written communication skills.
• Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives
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 and won the 2018 Senator Paul Simon Award for Comprehensive Internationalization. UF was ranked 9th among public universities in Forbes’ “America’s Best Employers 2015” and 8th among “Top Public Schools” in U.S. News and World in 2018. 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 at the University of Florida form the largest information resource system in the state of Florida with seven libraries and three off-campus facilities. The George A. Smathers Libraries are comprised of six of the campus libraries, and all of the off-site facilities. The only library outside of this system is Lawton Chiles Legal Information Center at the Levin College of Law. The libraries hold over 6 million print volumes, 8.1 microfilms, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents and 1.4 million maps and images. The libraries maintain partnerships and engages in a variety of collaborative, international projects while engaging with the UF community.

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. We are a member of the Association of Research Libraries (ARL) and other regional library consortia. The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants.

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.

SPECIAL AND AREA STUDIES COLLECTIONS
The Department of Special & Area Studies Collections encompasses collections of unique and special types of materials and interdisciplinary collections pertaining to geographical, national or cultural regions. Special and Area Studies Collections encompasses Area Studies Collections, the Map & Imagery Library, and the Special Collections of the University of Florida. Additionally, University Records Management and University Archives are a part of the department.

COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation and is situated just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is known as an award-winning and innovative city friendly to both professionals and families. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling 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
• a cover letter detailing your interest in and qualifications for this position
• your current resume or CV
• a list of three references including their contact information (telephone number and email address)

Apply by October 4, 2019 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 512377. Failure to submit the required documents may result in the application not being considered. If you have any questions or concerns about this process please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at tlitchfield@uflib.ufl.edu.

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://hr.ufl.edu/data-card/. 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.