Arrangement and Description Coordinator

As a member of the Archival Technical Services unit at The Ohio State University Libraries, the Arrangement & Description Coordinator is responsible for leading the unit's arrangement and description program and effectively managing resources to facilitate a wide variety of arrangement and description activities within the program's scope. The Arrangement & Description Coordinator is responsible for applying accepted and emerging archival professional standards and best practices to arrange, describe, and provide access to the diverse archival, manuscript, art, and other format materials in the Libraries' collections.

The Arrangement & Description Coordinator works collaboratively with colleagues within the Archival Technical Services unit and throughout several divisions of the Libraries, to plan, prioritize, and lead the work of improving access to existing archival holdings for researchers. The Arrangement & Description Coordinator leads the arrangement and description program within the unit, including maintaining and prioritizing queues of work in collaboration with colleagues; leading workflows to publish new and revised archival description; and applying knowledge of archival best practices to efficiently lead arrangement and description activities on a wide variety of projects simultaneously, including independently performing complex arrangement and description and supervising one or more unit staff performing basic through complex arrangement and description work.

The Arrangement & Description Coordinator works as a member of the Archival Technical Services unit, which has direct responsibility for archival collection management activities for Thompson Library Special Collections units (Rare Books and Manuscripts Library, Jerome Lawrence and Robert E. Lee Theatre Research Institute, Hilandar Research Library) and Archives units (University Archives, Ohio Public Policy Archives, Byrd Polar and Climate Research Center Archives), and collaborates with the Billy Ireland Cartoon Library and Museum on selected activities for their holdings. The unit is responsible for performing a comprehensive array of archival technical services activities, including, but not limited to: accessioning; processing; digital assets management; creating, remediating, and maintaining archival description; creating and maintaining appropriate materials housing; facilitating storage and retrieval of materials; and coordinating multiple major logistical operations in support of this work.

The Coordinator works under the general supervision of the Archival Technical Services Manager, and consults and collaborates with others throughout the library as appropriate. All other duties as assigned. Consistently demonstrates commitment to our values and promotes an organizational culture of Discovery, Connection, Equity, Integrity, and Stewardship (https://library.osu.edu/strategic-directions) as well as dedication to advance the work of the Content and Access unit.
**Required Qualifications:**
Master's degree in Archives, Public History, Museum Studies or related field, or an equivalent combination of education and experience. Minimum of 4 years experience in position(s) with primary or significant focus on archival arrangement and description tasks. Minimum of 3 years experience writing and editing finding aids following DACS; thorough knowledge of DACS rules. Minimum of 2 years experience planning and/or leading projects. Prior experience supervising students, interns, volunteers (and/or others at an equivalent level), preferably performing archival arrangement and description tasks. Demonstrated ability to follow complex guidelines with a high degree of accuracy. Demonstrated ability to work effectively in a highly collaborative environment. Works occasionally in archival storage conditions where temperatures are approximately 62 degrees F; must be able to lift 40 lbs. and push a cart weighing up to 80 lbs. with or without a reasonable accommodation.

**Desired Qualifications:**
Diverse archival arrangement and description experience, including experience working with collections of many sizes, formats, and complexities. Experience describing collections according to MPLP guidelines with strong comprehension of MPLP principles. Prior experience supervising staff performing archival arrangement and description tasks.

**Pay Range:**
$49,800 to $54,000 annually

**Application**
Please submit resume, cover letter, and online application at [https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Columbus-Campus/Arrangement---Description-Coordinator_R33688-2](https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Columbus-Campus/Arrangement---Description-Coordinator_R33688-2) by December 16, 2021.

*The Ohio State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or identity, national origin, disability status, or protected veteran status. The Ohio State University is a member of the Association of College and Research Libraries (ACRL) Diversity Alliance.*