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| /Users/necharl/Library/Containers/com.microsoft.Outlook/Data/Library/Caches/Signatures/signature_1775253830 | **Libraries Human Resources**  ***Professional Position Posting*** |

**Irish Poetry and Virtual Reading Room**   
**Project Manager**

**Department:** Rose Library

**Salary:** Commensurate with qualifications and experience

**Position Availability:** Immediately

**Position Summary**

**Appointment Term: 2 years, temporary position.**

Reporting to the Head of Digital Archives and working closely with the Director of the Rose Library and the Interim Archival Systems Program Manager, the Irish Poetry and Virtual Reading Room Project Manager will lead the Rose Library’s Mellon Foundation–funded initiative to explore the viability of establishing a virtual reading room to share the Rose Library’s Irish poetry collections more effectively with users in Ireland. The Project Manager will coordinate efforts to define the current challenges inhibiting access to the Rose’s Irish poetry collections; identify key partners and stakeholders amongst Irish libraries, archives, and cultural centers; conduct focus groups amongst researchers to identify research challenges for Irish collections; complete an environmental scan of virtual reading room models and practices; investigate copyright considerations and licensing requirements for a virtual reading room focused on literary collections; determine the scope, requirements, and costs of digitizing key collections; scope, plan, and assess an experimental remote access method; create workflows and documentation for remote users and external partners; draft user stories and requirements for a future virtual reading room; and make recommendations for social, legal, and technological ways to expand the current methods of discovery and delivery of Irish literary papers held by the Rose Library.

At the completion of the two-year grant cycle, the Irish Poetry and Virtual Reading Room Project Manager will have created a viable framework for a shared virtual reading room, including generating concrete recommendations for implementation, drafting a policy framework, and working with stakeholders across Emory Libraries to develop policies, roadmap proposals, business cases, digitization project proposals, and copyright and risk assessments. Finally, the Irish Poetry and Virtual Reading Room Project Manager will develop a sharable, scalable toolkit and set of best practices to guide and support other repositories interested in conducting similar projects and assessing their impact.

Emory Libraries requires that our employees recognize diversity, equity, and inclusion as essential core values to achieving our mission to enrich the quality of life in an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and embrace our diverse identities of patrons within the Emory community.

**Essential Responsibilities & Duties**

**Build and Manage Partnerships**

1. Define, identify, and engage stakeholders, including archives users, Irish repositories, Emory colleagues, and expert advisors.
2. Facilitate work with partners from Irish repositories and writers’ estates.
3. Survey or interview users of Irish poetry collections to determine user needs and draft user stories based on findings, paying special attention to accessibility, diversity, equity, and inclusion.
4. Help convene a community of practice around discovery and delivery of literary collections, focusing on split collections and collections removed from their communities of origin.

**Research and Test Virtual Reading Room Methods**

1. Evaluate the current state of digital access to Rose Library’s Irish poetry collections for researchers in Ireland and identify where stakeholder needs are not being met.
2. Research existing models and practices for virtual reading rooms and other forms of controlled remote access to archival collections
3. In partnership with the Copyright and Scholarly Communications Librarian, evaluate approaches to managing intellectual property rights issues and help execute license agreements.
4. In partnership with the interim Archival Systems Program Manager, develop user stories into a set of minimal, mid-level, and optimal requirements for a virtual reading room.
5. In partnership with interim Archival Systems Program Manager and Library Technology and Digital Strategies staff, test a baseline method of remote discovery and access for researchers in Ireland.
6. Assess researcher engagement with and responses to baseline access method.

**Develop Implementation Plans and Toolkit**

1. In consultation with project team members and experts in intellectual property, archival discovery, and library technology, compile recommendations for a virtual reading room, including copyright or licensing strategy, policy framework, partnership requirements, and unified discovery method.
2. Draft an action plan for implementing the recommendations and user stories to inform technology solutions.
3. Work with stakeholders to develop technology roadmap proposals and business cases.
4. Develop and share tools, templates, and sample documentation that can be resources for other repositories undertaking similar projects.

**Professional Responsibilities**

1. Participate in appropriate professional and scholarly associations and organizations.
2. Attend project-related meetings, conferences, and workshops.
3. Maintain up-to-date professional knowledge and skills in areas related to primary job assignment as well as general knowledge of current trends in higher education, academic libraries, and information and educational technology.

**Required Qualifications**

* ALA-accredited master’s degree in library and information Science OR equivalent combination of education and relevant library experience.
* Subject expertise in Irish poetry, literary manuscript collections, copyright, digital library development, or another topic related to the project.
* Ability to build and sustain effective relationships with donors, project partners, library colleagues, and cultural institutions.
* Evidence of analytical, organizational, communication, project management, and time management skills and demonstrated ability to set priorities, manage deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
* Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint, or other productivity software.
* Commitment to fostering a diverse educational environment and workplace.
* Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.
* Demonstrated knowledge of current trends and issues in academic libraries, higher education, and relevant subject disciplines.

**Preferred Qualifications**

* 0-1 year of academic library experience.

**Application Procedures**

Interested candidates should review the applications requirements and apply online at {Link to iCIMS posting}, <http://apply.interfolio.com/131062>

Applications may be submitted as Word or PDF attachments and must include:

1) Cover letter of application describing qualifications and experience;

2) Current resume/vita detailing education and relevant experience; and

3) Diversity, equity, and inclusion (DEI) are a central focus of our work at Emory Libraries and across campus. In a separate statement of no more than 300 words, describe your experience in furthering social justice and equity so far in your career and share how you would foster these principles in your work as a project manager and as an Emory Libraries colleague.

4) On a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

**Review of applications will begin the week of October 2, 2023**. Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women, minorities, people with disabilities and veterans.

**General Information**

Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master’s OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to <http://www.hr.emory.edu/eu/benefits/>.

**Description of Institution and Library**

Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South’s leading health care systems. Emory’s beautiful, leafy main campus is located in Atlanta’s historic Druid Hills suburb and is home to 8,079 undergraduates and 7,372 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 37,716 and an annual operating budget of $5.6 billion. Emory University received $831 million in research funding in fiscal year 2020.

Ranked among the top 20 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia is the interdisciplinary intellectual commons for Emory University. The collections at the nine Emory Libraries include more than 5.6 million volumes, 400,970 electronic journals, over 1.6 million electronic books, and internationally renowned special collections.  The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to over 190,000 cataloged titles and more than 19,000 linear feet of manuscript material. Rose Library’s collections span more than 800 years of history, with particular depth in modern literature and poetry, African American history and culture, political, social and cultural movements, and the University’s archives.

Emory Libraries staff, including student workers, number approximately 350 with an overall library budget of approximately $42 million. Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCHE), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL) and Georgia Library Learning Online (GALILEO).

The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library.  Other library spaces include the Science Commons, Cox Hall Computing Center, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Center Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

**Diversity Statement**

Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and diverse recruitment and retention. We offer exhibits, collections, programming, and research assistance that speaks to the rich needs and identities of patrons from the Emory community and beyond. We encompass opportunities that strengthen these values. We invite you to bring your true self to the library and feel welcomed when you arrive.

*– December 2020*

**Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Georgia State Laws, regulations, and executive orders regarding nondiscrimination and affirmative action in its programs and activities. Emory University does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran’s status.**