May 3, 2012

Special Collections Curator
Rare Books and Manuscripts
Nettie Lee Benson Latin American Library
The University of Texas Libraries – The University of Texas at Austin

The Rare Books and Manuscripts section at the Nettie Lee Benson Latin American Collection is a closed stack area which houses not only rare books and archival collections but also software, audio-visual materials, photographs, sheet maps, memorabilia, and ephemera. The oldest volume in the collection was published in Paris in 1491 and the oldest New World imprint was published in Mexico in 1543/44. Manuscript and archival collections are subdivided into those relating to Latin America and those relating to Mexican Americans. The Special Collections Curator will assume the principal responsibility for enhancing the reach and visibility of the rare books and special collections material. The position reports to the Benson Latin American Collection Archivist.

Responsibilities include:

- Design, write, and install exhibits in the Benson Collection’s galleries, online, and in print
- Registrar for loans of collection materials for exhibits, digitization, and microfilming projects
- Present, on a regular basis, special exhibitions to classes, researchers, and guests of the Benson Collection, including gallery tours and special programs
- Work with development staff on curatorial project proposals and other fundraising activities
- Supervise 2.0 FTE library staff
- Mentor volunteer students and student groups from the UT School of Information, the Lozano Long Institute of Latin American Studies, the Center for Mexican American Studies, and the College of Fine Arts
- Provide outreach and scholarly presentations to the public, professional organizations and conferences, and student groups
- Provide public service duties including reference service in-person in the reading room, and via email, telephone, and mail
- Work closely with University of Texas Libraries’ Digitization Services in digitization of print, photographic, audio, and video resources for online exhibitions

Required Qualifications: Minimum of a Master’s degree in Museum Studies, Public History, Information Science, or related discipline with specialization in or extensive knowledge of Latin American Studies and/or Latino Studies. At least 3 years professional experience in a university, museum, library, or archive. Ability to read, write, and speak Spanish or Portuguese. Significant experience with the practice of exhibition curation, related digital technologies, and public history. Supervisory experience. Availability for international travel.

Preferred Qualifications: Significant knowledge of the history and culture of Latin America and Latinos/as in the U.S. Experience in an academic library or other large research organization. Demonstrated ability at public speaking and writing for academic and non-academic audiences. Experience working with culturally and racially diverse populations, both in the U.S. and internationally. Demonstrated ability to establish and meet project goals, professional initiative, and ability to multitask. Experience providing public service. Experience working with rare materials. Facility with digital creation tools. Ability to work with faculty, students, staff, community partners, and a variety of library units. Demonstrated project management ability and attention to detail. Capacity for skill building, especially in fields of new technology and preservation. Knowledge of preservation and conservation principles and practices. Experience related to the duties.
Salary and Benefits: $50,000 annually, or more depending on qualifications and experience. No state or local income tax. Standard state benefits package including annual vacation and sick leave, paid holidays, retirement plans, and health insurance (comprehensive major medical plans, dental, vision, life, and disability). Deferred compensation and tax sheltered annuity programs also available. Working hours for the position are typically, Monday through Friday, 8am to 5pm or as arranged for a total of 40 hours per week.

Recruiting Schedule: All interested candidates must complete an online application by going to: http://www.utexas.edu/hr/prospective/apply/process.html#completing. Please follow all instructions given. When applying online, please also refer to job posting number 12-05-02-01-0606 (https://utdirect.utexas.edu/apps/hr/jobs/nlogon/120502010606) An email confirmation will be sent, within 2-3 working days, to those who apply online along with a set of job-related questions that candidates will be asked to return in order for their application materials to be complete. For questions regarding this recruitment, please contact: Library Human Resources: lib-HR@lib.utexas.edu [512-495-4360].

The University of Texas Libraries has a strong commitment to diversity and encourages applications and nominations from traditionally underrepresented groups. For more information, see UT Library Online (http://www.lib.utexas.edu/).

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