

The University of Iowa Libraries

Exhibition and Engagement Coordinator

Position Title: Exhibition and Engagement Coordinator

Classification Title: Program and Outreach Coordinator (PEI2)

Pay Grade: 3A

Percent of time: 100%

Department: Library Administration

Staff Type: Professional & Scientific

Salary Range: \$47,500 - \$49,500

Position Description: The University of Iowa Libraries' Exhibition and Engagement Coordinator is a newly created position to design and implement a wide array of programming in support of the University's education, research, and outreach missions through the study of and interaction with artifacts in the University Libraries' collections. In 2016, the UI Libraries premiered its new state-of-the-art Gallery, a renovated education and exhibition space showcasing books, documents, manuscripts, photographs, artworks, and other artifacts drawn from University collections. The Exhibition and Engagement Coordinator is responsible for coordinating Main Library Gallery operations and programming and fostering close collaboration across constituencies interested in archives and cultural heritage collections, including academicians, scholars, curators of related archives and galleries, and partners in Iowa's Creative Corridor.

The Exhibition and Engagement Coordinator reports to an Associate University Librarian in the Libraries' administrative office and is part of a leadership team that includes the heads of Special Collections & University Archives, Preservation & Conservation, and the Digital Scholarship & Publishing Studio. The individual in this position coordinates the gallery work of staff in other departments with expertise in exhibit preparation and installation, design, and strategic communications in order to produce comprehensive high-quality displays and programming that meets the teaching and research needs of our diverse community.

Specific duties and responsibilities include:

- Oversee University Libraries' exhibition development, planning, implementation, programming, and assessment.
- Coordinate Main Library Gallery operations, including managing the facility, scheduling events, supervising installation, serving as the liaison between principal curator and library staff, and developing budgets.
- Serve on the Gallery Advisory Team to solicit and evaluate exhibit proposals and set the Gallery schedule.
- Work in close collaboration with library staff to develop and deliver rich exhibition-related programming for the University and wider community.
- Liaise with the area's cultural communities in venues such as the Iowa Cultural Corridor Alliance and allied organizations under the direction of the University Librarian.
- Foster close and productive relationships among other campus and regional partners in the "GLAM Sector" (Galleries, Libraries, Archives, and Museums), including the UI Stanley Museum of Art, the UI Pentacrest Museums, and the UI Center for the Book.
- Assist with developing and executing exhibit communications plan; lead development of web and print promotional material and related content to enhance the user experience and increase visibility of exhibitions.
- Participate in professional development and service activities that contribute to the organization.
- Additional job duties as assigned based on individual knowledge, skills, and abilities.

Application details

To apply, go to: <https://uiowa.referrals.selectminds.com/jobs/exhibition-and-engagement-coordinator-1567>. Please attach a resume/CV and a cover letter as part of the application process. This job opening will remain posted at least through February 8, 2019. Applications received by that date will be given priority consideration. For questions or additional information, please contact andrea-rost@uiowa.edu. Successful candidates will be subject to a criminal background check and degree verification. References will be requested from candidates at a later point in the interview process.

Education Requirement

- Bachelor's degree or higher

Experience Required

- One year of post-baccalaureate experience in a job with duties significantly overlapping with this position, which may include working with archives, galleries, or other artifact-based collections.
- Ability to plan, organize, and execute events, including the ability to marshal and coordinate resources.
- Excellent written and oral communication skills.
- Demonstrated ability to work in a team-based setting where consultation, flexibility, collaboration and cooperation are essential.
- Demonstrated commitment to diversity in the workplace or community.
- Demonstrated understanding of the mission of a research university and the mission and functions of a large research library.

Desirable Qualifications

- Advanced degree in library science, museum studies, book arts, or related field.
- Direct experience with planning, designing, and/or installing gallery exhibitions or displays.
- Knowledge of processes and procedures on the safe handling of cultural heritage objects.
- Demonstrated ability to interact with diverse publics from many backgrounds.
- Ability to build and sustain key relationships with donors, researchers, faculty, students, staff, community and/or professional colleagues.
- Ability to articulate the value and importance of collecting and preserving materials of historical and cultural significance in a research academy.
- Demonstrated ability to apply policies and practices for planning and administering a budget
- Demonstrated ability to apply policies and practices for evaluating and assessing programs.
- Experience working in an environment where the development and delivery of educational programming is central to the organization's mission.

Universal Competencies:

- **Positive Impact/Achieving Results:** Ability to utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs. Able to demonstrate ethical behavior in diverse situations while producing results.
- **Service Excellence/Customer Focus:** Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.
- **Collaboration and Embracing Diversity:** Ability to work with a variety of individuals and groups in a constructive and civil manner while appreciating the unique contribution of individuals from varied cultures, nationalities, genders, ages, etc.

About The University of Iowa

The University of Iowa is one of the nation's premier public research universities, with 11 colleges offering internationally recognized programs in disciplines ranging from otolaryngology to fiction writing, printmaking to space science, hydraulic engineering to dance. Iowa draws nearly 33,000 students from more than 100 countries and all 50 U.S. states, and employs about 29,500 faculty and staff.

The university is located along the picturesque Iowa River in Iowa City, a city of some 77,000 people (170,000+ in the metro area) regularly ranked as one of the nation's best places to live. Iowa City is less than four hours from Chicago and within five hours of Minneapolis, St. Louis, and Kansas City, readily accessible via interstate highways and a regional airport 30 minutes away.

About The University of Iowa Libraries

The University of Iowa Libraries system consists of the Main Library, the Hardin Library for the Health Sciences and a number of branch libraries. The UI Libraries has more than 5.7 million volumes including thousands of electronic resources. We coordinate the development and maintenance of the University's locally-created open access digital resources including the Iowa Digital Library, featuring close to a million digitized texts, images, and audio and video recordings, as well as Iowa Research Online, our

institutional repository. Our Special Collections include over 250,000 rare books, ranging in age from the 15th century to newly created artists' books, as well as 4.7 miles of manuscripts. We also host the Greater Midwestern Regional Library of the National Network of Libraries of Medicine.

The University of Iowa Libraries is a member of the Big Ten Academic Alliance, the Association of Research Libraries and a variety of other regional and national collaboratives focused on information services at scale. The Libraries provides a program of support for professional development activities and its staff members are actively engaged in national cooperative efforts. The Libraries are a founding member of the Association of College and Research Libraries' Diversity Alliance.

Equal opportunity/affirmative action employer

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.

Persons with disabilities who need assistance or accommodations with the application or interview process may contact University Human Resources/Faculty and Staff Disability Services, (319) 335-2660 or fsds@uiowa.edu. For jobs in UI Health care, please contact UI Health care Leave & Disability Administration at 319-356-7543.