

ArchivesSpace Program Manager Position Description

LYRASIS is seeking a dynamic Program Manager for ArchivesSpace, an open-source, archives information management web application designed for managing descriptive information about archives, manuscripts, and digital objects. (<http://www.archivespace.org/>)

The Program Manager plays a key role working with the community to set the strategy and goals for ArchivesSpace. The Program Manager is central to the success of the program, and works closely and collaboratively with the ArchivesSpace community, advisory groups and Board to ensure success. The Program Manager will be involved in all aspects of the program, and be a key spokesperson and advocate for the program.

The ArchivesSpace application was first released in September 2013, and it is sustained by an active member community of over 300 organizations. Community collaboration and member contributions to all facets of ArchivesSpace—development, code review, migration support, technical and user documentation—are key to the advancement of both the ArchivesSpace application and member community.

The Program Manager will lead the community in accomplishing its goals by fulfilling the following responsibilities:

Primary Responsibilities

Provide strategic vision and program leadership

- Work closely with the ArchivesSpace community to articulate a strategic vision for ArchivesSpace, conveying its value and impact.
- Working with the governance board and community input, set vision for the program and establish the long-term development roadmap.
- Guide the ArchivesSpace community in the achievement of near-term and long-term strategic goals.
- Seek out and engage in collaborations and partnerships that will leverage resources and expertise for the advancement of ArchivesSpace

Lead successful operations and ensure application meets the needs of stakeholders

- Lead a dynamic and effective core team, augmented by contributors and volunteers from consulting agencies and/or member institutions.
- Work with stakeholders, committees, and staff to ensure timely implementation of projects and services.
- Provide regular status reports to the stakeholders.

- Work together with technical lead to oversee key project processes such as gathering requirements, setting work priorities, coordinating user acceptance testing, and coordinating efforts to produce documentation
- Work with the community to develop technical specifications and grant proposals.
- Articulate non-technical needs to technical stakeholders; articulates software functionality to non-technical audiences.
- Manages ArchivesSpace related projects as necessary

Liaise with and guide the ArchivesSpace community

- Helps recruit and cultivate new members and contributors
- Serve as the strategic liaison with advisory councils, service providers, and other stakeholders.
- Work with governance groups, providing timely information to groups to enable discussion and decision-making.
- Work with advisory councils, creating and supporting new community groups as necessary.

Represent and promote ArchivesSpace to the wider community

- Actively promote ArchivesSpace and the wider cause of archival collections management to the international community and other key stakeholders.
- Serve as an effective spokesperson for the program through outreach, public speaking, and advocacy.
- Initiate outreach to institutions, government organizations, sponsors, funding agencies, and others throughout the world
- Work with Community Outreach Manager to develop effective marketing strategies and materials.

Experience and Training

Required

- Graduate degree, preferably MLIS/public history with emphasis on archives administration
- 5 years or more of progressively responsible experience in information management environment
- Experience in leading and coordinating efforts and building consensus across a diverse group of perspectives
- Archival domain experience
- Familiarity with archival arrangement and description including archives standards such as ISAD[G], DACS, EAD, EAC-CPF, MARC, MODS, Dublin Core and METS
- Strong ability to think and act strategically, and demonstrated success at bringing concepts to realization

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JOB DESCRIPTION

- Experience working with technology project teams; ability to communicate effectively with technical and non-technical staff
- Excellent program management skills and demonstrated success with managing teams working in disparate locations
- Ability to communicate effectively both in person and virtually using a variety of media and technologies
- Familiarity with software development processes, particularly agile
- Strong time and project management skills
- Willing to travel to conferences and meetings

Preferred:

- Experience in open source and community supported software
- Knowledge of and experience with archival management systems such as ArchivesSpace, Archivists' Toolkit, or Archon

The position is part of a geographically and institutionally distributed team, and, as such, applications from candidates interested in telecommuting are welcome.

Applications accepted until the position is filled, but review of applications will begin 11/11.

Please submit your application to human.resources@lyrasis.org