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**About the Search**

We are excited to be expanding our Archival Technical Services team. There are four positions available at this time due to the creation of new, permanent positions. We encourage you to apply to one or more positions. All positions are available for a projected September 26, 2022 start date. The salary range is $40,000 to $46,000 and travel and relocation assistance is available.

**Interested applicants are encouraged to join us for an informational webinar via Zoom on Wednesday, July 13, 2022 from 4:00pm to 4:45pm Eastern time. Zoom link:** [**http://go.osu.edu/CNbw**](http://go.osu.edu/CNbw)

**About Archival Technical Services**

These positions will join the Archival Technical Services Unit at The Ohio State University Libraries. Archival Technical Services, led by the Archival Technical Services Manager, is responsible for a broad range of archival activities, including, but not limited to: accessioning; creating, remediating, and maintaining archival description; processing; creating and maintaining appropriate materials housing; facilitating storage and retrieval of materials; managing archival projects; and coordinating archival operations and logistics in support of this work, including significant partnership in a multi-year project to expand our collections storage facility. Archival Technical Services collaborates widely across Libraries.

Archival Technical Services is organized into three areas. Accessioning is responsible for intake of new materials, and two of the new positions are in this area, reporting to the Accessioning Coordinator. Arrangement and Description leads activities to create and improve description and physical control as well as performing archival processing, and one new position is in this area, reporting to the Arrangement and Description Coordinator. Archival Operations plans and executes a variety of archival technical services projects and supports the logistics for the entire unit. The Archival Operations Coordinator is a redeveloped position, reporting to the Archival Technical Services Manager.

Education and experience needed for these positions starts with a bachelor's degree in a relevant field, or equivalent combination of education and experience and a minimum of 1 to 3 years of experience in position(s) with primary or significant focus on archival arrangement and description activities. We are looking for applicants with demonstrated experience successfully utilizing relevant archival standards and best practices, ability to follow complex guidelines with a high degree of accuracy, and ability to work effectively in a highly collaborative environment.

The unit is part of the [Content and Access](https://library.osu.edu/divisions/content-and-access) division, which enables seamless discovery, and digital and physical use of University Libraries collections – now and into the future. Content and Access maintains resources to facilitate knowledge and culture sharing curated and preserved by University Libraries to advance:

* Innovative research, creative expression, transformative teaching, and effective learning.
* Collaborative collection development and management in partnership with other libraries in the state, region, and nation.
* Empowered knowledge creators leveraging the collections of University Libraries.

Within Content and Access, Archival Technical Services is one of five units in the Acquisitions and Discovery program area. Acquisitions and Discovery supports relationships with campus stakeholders, donors and other external partners to purchase and license resources that reflect the university’s teaching and research needs. Acquisitions and Discovery leverages national and international standards of content description to develop descriptive search tools and to present the unique qualities and contextual importance of the exceptional collections and resources curated by University Libraries. There is particular collaboration with the units that purchase and license content and the teams responsible for bibliographic description.

**About Special Collections**

These positions will work with the distinctive and unique collections housed at University Libraries, including modern archives, original papers, printed books, art, pamphlets, photographs, textiles, audio-visual formats, computer media formats, ephemera, three-dimensional objects, and much more in the following special collections:

* Thompson Library Special Collections
  + [**Hilandar Research Library**](https://library.osu.edu/hrl)
  + [**Jerome Lawrence and Robert E. Lee Theatre Research Institute**](https://library.osu.edu/tri)
  + [**Rare Books and Manuscripts Library**](https://library.osu.edu/rbml)
* Archives
  + [**Byrd Polar and Climate Research Center Archival Program**](https://library.osu.edu/polararchives)
  + [**Ohio Public Policy Archives**](https://library.osu.edu/oppa)
  + [**University Archives**](https://library.osu.edu/archives)
* [**Billy Ireland Cartoon Library & Museum**](https://library.osu.edu/biclm)

The Archival Technical Services Unit has direct responsibility for archival technical services activities for Thompson Library Special Collections units and Archives units, and collaborates with the Billy Ireland Cartoon Library and Museum on selected activities for their holdings. Across these collections, there is a wide range of formats, topics, and provenance of collections. The current focus of the unit is on the strong holdings and robust collecting in 20th and 21st century literature and creative expression, performing arts, politics, scientific exploration, University records, and many other areas. We are also invested in improving equity, discoverability, and accessibility of all collections to support diverse research communities and users.

You can explore the [Special Collections Registry](https://library.osu.edu/collections) to learn more about the collections.

**About University Libraries**

The Ohio State University Libraries aspires to be the leading library advancing the educational, research, and engagement missions of a national flagship public university.

The Libraries’ greatest resource is our faculty and staff. Their expertise produces value beyond the collections and their commitment to continual improvement and innovation is one of the most significant ways University Libraries meets the diverse and evolving information needs of university students, faculty, staff, alongside scholars throughout Ohio and the world. View our faculty and staff [organizational chart](https://library.osu.edu/sites/default/files/2022-05/OSULOrgChart%20full.pdf).

Libraries’ [Strategic Directions](https://library.osu.edu/strategic-directions) guide our work.

**How to Apply**

Please submit cover letter and resume with the online application at <https://library.osu.edu/archival-technical-services-jobs>. This posting will close on July 31, 2022.

*University Libraries is committed to building a diverse, equitable and inclusive environment for people of all backgrounds and ages. We are taking steps to meet that commitment and especially encourage members of under-represented communities to apply, including but not limited to women, people of color, LGBTQ+ people, veterans and people with different abilities. We know there are great candidates who have backgrounds less traditional to our field of work—if that's you, please apply and tell us about yourself.*