

Curator, Waring Historical Library

Medical University of South Carolina Libraries
Charleston, South Carolina
<http://www.library.musc.edu/>



The MUSC Libraries seeks a service-oriented, forward-thinking individual to join our leadership team as Curator, Waring Historical Library. The Waring Historical Library (<http://waring.library.musc.edu/>) is the Medical University of South Carolina's special collections and rare book library. Named for Joseph I. Waring, Jr., the first director of the Historical Library, the library houses books, journals, manuscript items, and museum artifacts dealing with the history of the Atlantic Medical World in the 18th and 19th Centuries as well as the history of the health sciences in the South and South Carolina.

Reporting to the Director of Libraries, the Curator directs and manages the operations of the Waring Historical Library, including the University Archives, Digital Archives, and the Macaulay Museum of Dental History. The Curator will provide leadership and initiative to successfully implement the library's mission.

General Responsibilities

- Provide strategic direction for the programs of the Waring Historical Library, the University Archives, the Digital Library, and the Macaulay Museum of Dental History.
- Processes and maintains archival collections, including manuscripts, books, artifacts, art, and ephemera; documenting and scheduling conservation of materials.
- Participates in the development of online and physical exhibits.
- Serve as faculty advisor for the Student Medical History Club; facilitate IP 732 "Topics in the History of the Health Sciences" interprofessional elective, senior history rotations, and other student-directed research projects. Respond to complex reference requests and patron services in support of the University Archivist.
- Present lectures about the history of MUSC and medicine to internal and external audiences. Research and publish public and academic history materials based on and promoting library collections.
- Directs the work of the 3.0 FTE personnel.
- Liaison to the Waring Library Society, whose mission is to support the library by raising funds for the library's endowment, promoting membership, and perpetuating interest in the history of the health sciences. *The Waring Library Society is a "friends of the library" group that is a recognized group at the University separate from the Waring Historical Library.*
- Serves as liaison to MUSC Leadership and community partners.
- Actively participate in the academic life of the university, represent the library on university committees and build collaborative and inclusive relationships throughout the university and clinical enterprise.
- Actively participate in professional activities through presentations or publications.

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QUALIFICATIONS

Required

- ALA-accredited master's degree in Library Science, Museum Studies, or an advanced degree in public or academic history.
- 5 or more years of experience working in a special collections or archival environment.
- 3 or more years of supervisory experience.
- Experience curating exhibitions.
- Strong written, verbal, and interpersonal communication skills.
- Evidence of scholarship and professional participation in special collections and archives and a commitment to continued scholarly and professional activities.

Preferred

- Experience with South Carolina and/or medical history.
- Experience with Library fundraising and development.
- Experience working with volunteers, student workers, and interns.
- Experience working with/establishing relationships with "friends of the library" type group.
- Experience in an academic research library, special collections, or a large research organization.

Knowledge, Skills, Abilities, Attributes

- Awareness of archival information systems such as ArchivesSpace, Archon or Archivists' Toolkit
- Understanding of digital formats and standards such as XML, EAD, MARC, Dublin Core, and BIBFRAME
- Understanding of Metadata best practices and control for special collections and archives
- Project planning and management
- Managing collections in a variety of formats, including manuscripts, maps, photographs, audio and digital files
- Ability to work independently and in a team environment.
- Demonstrated commitment to data-informed decision making.
- Ability to manage and lead a staff with widely diverse skills and backgrounds in a rapidly changing environment.
- Ability to innovate and to proactively advocate new opportunities and challenges.
- Commitment to execution and results orientation
- Strong commitment to quality service
- Commitment to continued professional growth and active participation in professional activities and service.

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BENEFITS

The University offers competitive benefits: 22 days' vacation, 15 days sick leave, 13 holidays, hospitalization, major medical, surgical-medical, dental, vision, long-term disability insurance, and life insurance at up to 3 times one's annual salary. State and alternative retirement choices are also available. For a summary of benefits, see

<https://web.musc.edu/human-resources/university-hr/benefits>

Faculty rank is targeted at Associate Professor.

Salary is commensurate with education/experience. Minimum of \$70,000 for candidate with required education and appropriate experience.

ABOUT MUSC

Founded in 1824 in Charleston, MUSC is the state's only comprehensive academic health system, with a unique mission to preserve and optimize human life in South Carolina through education, research and patient care. Each year, MUSC educates more than 3,200 students in six colleges – Dental Medicine, Graduate Studies, Health Professions, Medicine, Nursing and Pharmacy – and trains more than 900 residents and fellows in its health system. MUSC brought in more than \$298 million in research funds in fiscal year 2022, leading the state overall in research funding. MUSC also leads the state in federal and National Institutes of Health funding, with more than \$220 million. For information on academic programs, visit musc.edu.

As the health care system of the Medical University of South Carolina, MUSC Health is dedicated to delivering the highest-quality and safest patient care while educating and training generations of outstanding health care providers and leaders to serve the people of South Carolina and beyond. Patient care is provided at 16 hospitals (includes owned and equity stake), with approximately 2,700 beds and four additional hospital locations in development; more than 350 telehealth sites and connectivity to patients' homes; and nearly 750 care locations situated in all regions of South Carolina. In 2022, for the eighth consecutive year, U.S. News & World Report named MUSC Health University Medical Center in Charleston the No. 1 hospital in South Carolina. To learn more about clinical patient services, visit muschealth.org.

MUSC has a total enterprise annual operating budget of \$5.1 billion. The nearly 26,000 MUSC family members include world-class faculty, physicians, specialty providers, scientists, students, affiliates and care team members who deliver groundbreaking education, research, and patient care.

HOW TO APPLY

Review of applications will begin May 22, 2023, and will continue until the position is filled. Complete the application and submit a cover letter, resume/cv, and the contact information

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for three references. For more information and to apply, please go to: <http://jobs.library.musc.edu>

The Medical University of South Carolina is an Equal Opportunity Employer. MUSC does not discriminate on the basis of race, color, religion or belief, age, sex, national origin, gender identity, sexual orientation, disability, protected veteran status, family or parental status, or any other status protected by state laws and/or federal regulations.

We thank all applicants in advance for their interest; however, only those applicants being considered for an interview will be contacted.

For further information and clarification of this position please inquire to Dr. Shannon D. Jones via email joneshan@musc.edu or telephone 843 792-8839