

Professional Position Posting

This is a temporary 18-month grant funded appointment.

Richard and Dion Neutra Collection Processing Archivist

Department:	Department of Special Collections
Rank & Salary:	Salary and appointment level based on experience and qualifications. <ul style="list-style-type: none">▪ Assistant Librarian Rank (\$37,920 - \$42,996)
Position Availability:	Immediately

The UCLA Library seeks applications/nominations for the position of Richard and Dion Neutra Collection Processing Archivist.

Description of Library Unit

The Department of Special Collections in the Charles E. Young Research Library is one of the country's top collections of rare books, manuscripts, and other special materials and is one of the most heavily used. It houses and provides access to the UCLA Library's central collection of rare books and manuscripts in the humanities and social sciences. Its rare book holdings consist of some 333,000 volumes, while its non-book holdings comprise more than 30 million manuscripts, 5 million photographs and negatives, ephemera, maps, works of art, architectural drawings and models, and other graphic arts material. The Department has four divisions: Manuscripts, Rare Books, Technical Services, and Public Services. It also houses the newly-launched Center for Primary Research and Training. As one of the 23 public service units and departments within the UCLA Library system, the Department's resources support the University's research and teaching missions. The UCLA Library's collections are open to the general public for reference and research. About one-third of Special Collections' current users are from outside the university community; indeed, the collections attract an international clientele. The Department is in the vanguard for setting developing standards for the digitization of special collections materials. It is staffed by 25 FTE, plus a large number of student assistants, along with staff working on grant-funded projects.

The Richard Neutra Papers were the first important architectural collection to be acquired by the Department of Special Collections. Richard Neutra's original 1954 donation has since been steadily augmented by the Neutra family, forming the Richard and Dion Neutra Collection. Most of the archive is fully processed, and is one of the most heavily used of the Department's collections. The remaining portion, to be processed by the Richard and Dion Neutra Processing Archivist, is comprised of travel sketches, client files, correspondence files, publications, reel-to-reel recordings, and cassette recordings.

Position Duties

Working in the Department of Special Collections under the general direction of the Manuscripts Librarian, the Richard and Dion Neutra Processing Archivist will be responsible for the following duties:

- Processing activities associated with the unprocessed portion of the Richard and Dion Neutra Collection in accordance with departmental productivity and quality standards.
- Responsibilities include creation of a workflow plan, intellectual arrangement, detailed hierarchical description, assessment of preservation needs, appropriate archival re-housing, mastering of recordings for archival and reference purposes, and creation of the online finding aid following nationally accepted archival description standards.

Required Qualifications

- Graduate degree from an ALA-accredited institution OR Master's degree in Archival Administration OR equivalent degree OR equivalent experience performing professional-level archival work.
- Demonstrated ability to accurately identify and describe architectural materials, familiarity with national description and content standards, and ability to assess preservation requirements for a multi-format collection.
- Proficiency in the use of Microsoft computer software in a networked computing environment, including working knowledge of appropriate database applications (MS Access) and relational database concepts.
- Excellent analytical, interpersonal and communication skills, initiative, and flexibility required.
- Candidate must have demonstrated ability to work independently as well as collaboratively in a complex, changing environment.

Desired Qualifications

- Professional experience with architectural records, including the application of MARC, EAD, and DACS standards for content and description.
- Experience working on grant-funded projects, and/or a demonstrated ability to work under deadlines.
- Completion of academic coursework in architectural history, design, or art history.

General Information

Professional librarians at UCLA are academic appointees. Librarians at UCLA are represented by an exclusive bargaining agent, University Council - American Federation of Teachers (UC-AFT). They are entitled to appropriate professional leave, two days per month of vacation leave, one day per month of sick leave, and all other benefits granted to non-faculty academic personnel. The University has an excellent retirement system and sponsors a variety of group health, dental, vision, and life insurance plans in addition to other benefits.

Appointees to the librarian series at UCLA shall have professional backgrounds which demonstrate a high degree of creativity, teamwork, and flexibility. Such background will normally include a professional degree from an accredited library and information science graduate program. In addition to professional competence and quality of services within the library in the primary job, advancement in the librarian series requires professional involvement and contributions outside of the library, University and community service, and scholarly activities.

Application Procedures

Anyone wishing to be considered for this position should apply to Pat Hawthorne, Director of Library Human Resources, UCLA Library, Library Human Resources, 11617 Young Research Library, Box 951575, Los Angeles, CA, 90095-1575. E-mail applications encouraged – send to jobs-hr@library.ucla.edu. Applications should include:

- a cover letter describing qualifications and experience;
- a current resume/vita detailing education and relevant experience; and
- the names and addresses for at least 3 professional references knowledgeable about applicant's qualifications.

Candidates applying by November 28, 2005 will be given first consideration. UCLA welcomes and encourages diversity and seeks applications and nominations from women and minorities. UCLA seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain the excellence of the University, and to offer our students richly varied disciplines, perspectives, and ways of knowing and learning.

UCLA is an Equal Opportunity/Affirmative Action/ADA compliant employer. Under Federal Law, the University of California may employ only individuals who are legally authorized to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986. Employment is contingent upon completion of satisfactory background investigation.

Visit the UCLA Library Employment Opportunities website: www2.library.ucla.edu/about/employment.cfm