

Director of the Joanne Waxman Library

Maine College of Art & Design Educates Artists & Designers for
Life

Position Overview

The Director ensures that the library fulfills the educational mission of the college by collecting materials that support the curricular goals of the academic program and that serve the needs of the faculty, students, and other constituents. The Director will lead and further develop the library as an effective resource for teaching, learning and research related to the creation of contemporary art and its critical discussion. In addition to managing the library staff, resources, services and daily operations, the Director must be able to communicate effectively with students and faculty and represent the Joanne Waxman Library (JWL) within the greater Portland community. The Library Director ultimately oversees Writing and Tutoring, which is located in the Library. This is a senior-level position that reports directly to the Dean of Undergraduate Studies. Maine College of Art & Design recognizes that diversity is integral to the academic experience and strives to foster an inclusive culture defined by respect, equity and social responsibility. All employees are expected to actively support these values.

The Successful Candidate

To achieve success in this role, it will require:

- Oversight of the library, including short- and long-range plans that consider budget, staffing, collection development, facilities, technology, storage planning, and equipment; sets goals and strategic priorities in line with those of the college;
- Developing the library's collections (print, media, periodical, special, and reference) according to approved library standards and in consultation with faculty, students, staff, and other library professionals with the goal of supporting the curriculum and providing the most effective access to the library's patron groups and users;
- Determining library operational policies and procedures in accordance with College initiatives and in keeping with accepted library practices;
- Recruiting, training, and supervising library staff;
- Promoting the library through outreach and special events; assisting the Admissions Department in recruitment of new students by hosting events for prospective students;
- Keeping current in library science through membership in professional associations and groups, reading professional literature, and participating in local, regional and national conferences and meetings;
- Acting as liaison with local, regional, national and international professional organizations, such as GPACU (Greater Portland Alliance of Colleges and Universities), AICAD (Association of Independent Colleges of Art and Design), and ARLIS/NA (Art Libraries Society of North America); represents Maine College of Art in the MINERVA consortium.
- Teaching the use of library resources and research methods, both on an as-needed, individualized basis as well in scheduled sessions, for both studio and academic classes; provides reference assistance and research consultations to both individuals and classes;
- Overseeing the Writing and Tutoring Center;
- Performing circulation desk duties alongside other staff members as needed;
- Participating in various College committees.

Qualifications, Experience, Abilities

QUALIFICATIONS:

- ALA accredited Masters of Library Science degree required;

EXPERIENCE:

- Progressive levels of responsibility in a professional library environment preferred;
- Supervisory experience preferred;
- Experience in Higher Education preferred;

- History of coordinating people, facilities and budgets preferred;
- Understanding of a Learning Management System, preferably Canvas preferred;
- Offering library instruction to students and to faculty in addition to providing reference and writing support preferred;

SKILLS AND ABILITIES:

- Relevant knowledge of Sierra software, Google Suites, MINERVA, Worldcat, Jenzabar and Open Athens helpful;
- Effective interdisciplinary collaboration across an institution preferred;
- Ability to lead and manage change preferred;
- Strong interpersonal skills, including team-building preferred.

The Institution

Maine College of Art & Design is an independent college of art and design located in the center of the thriving arts district of Portland, Maine. Established in 1882, the College currently enrolls approximately 550 students, the majority of whom are in the undergraduate program. About 1,000 students take classes through MECA&D's Continuing Studies Program annually. MECA&D's Joanne Waxman Library is an important resource of art and design oriented books and periodicals for the region. The Institute of Contemporary Art at MECA&D is a vibrant site for the exhibition of contemporary art.

MECA&D is characterized by its intimate learning community, its interdisciplinary nature and the breadth of its programs. It confers the degrees of Bachelor of Fine Arts in eleven majors, Master of Fine Arts in Studio Art, Master of Arts in Teaching, and the Salt Graduate Certificate in Documentary Studies. Our goal at MECA&D is to teach each student how to transform aspirations and values into a creative practice that serves as the foundation for a lifelong pursuit of personal and professional goals.

Maine College of Art & Design is accredited by the New England Commission of Higher Education (NECHE) and the National Association of Schools of Art and Design (NASAD). The College's accreditation status with both agencies was renewed in 2016.

Strategic Direction

MECA&D's seven-year strategic (2020-2027) plan builds on our historic positioning in Portland's arts district, a shared strategic vision, and proven ability to embrace change.

Strategic Plan Priorities

1. Broaden Our Reach: Online and Distance Learning

Charge: MECA&D will develop a strategy to effectively enter the online and distance learning marketplace in order to expand our audience of learners and generate additional revenue streams.

2. Develop a Culture of Social Change, Racial Justice, and Equity

Charge: MECA&D's commitment to Social Change, Racial Justice, and Inclusion will inform all aspects of the College. We believe placing these values at the forefront of our work cultivates artists who are true agents of change and connects our community to the world in meaningful ways.

3. Academic Excellence

Charge: MECA&D will cultivate the highest standards in teaching and learning in art, design, and media, and will be recognized for its students' cultural contributions. The College will be known as an educational leader in the programs it

offers, creating and continually improving a relevant, culturally inclusive, and distinctive curriculum that enables students to reach their potential in an ever-changing world.

Recognizing a rapidly evolving and increasingly challenging higher education landscape, the College will create additional programs and educational pathways to attract learners beyond its traditional region and age group: this includes professional, mid-career and continuing learners.

4. Create a Living and Learning Center

Charge: MECA&D will develop a new Living and Learning Center that reflects the College's mission to provide students with the resources and support necessary to pursue their education successfully. Building on MECA&D's historic role as the creative anchor of Portland, the new Center will expand MECA&D's footprint and identity within Portland and will provide a destination and hub for community activity and engagement.

5. Financial Sustainability

Charge: An essential principle of our Strategic Plan is to ensure MECA&D's long-term financial sustainability. As informed by data and other qualitative metrics, we will identify a financial framework and a series of revenue-focused strategic priorities in support of sustainable results and MECA&D's overall fiscal plan.

Compensation & Benefits

This is a year round, full time, exempt position. Compensation ranges from \$62,000 to \$65,000, based on experience. A comprehensive benefits package is offered, including health, dental, vacation, sick time, and retirement benefit

To Apply

Applications will be reviewed beginning immediately and will be accepted until a hire is made. Application materials must be sent digitally in a single PDF, not to exceed a 25MB file size. Please email the document to employment@meca.edu. Place "Director of Joanne Waxman Library [Last Name, First Name]" in the subject line.

The PDF must include:

1. An application/cover letter which describes how the candidate's experience, accomplishments and qualifications intersect with the listed position description;
2. A resumé/curriculum vitae;
3. A diversity statement;
4. A list of four references with contact information, one of which should be a prior supervisor and/or professor.

Maine College of Art & Design recognizes that diversity is integral to the academic experience and strives to foster an inclusive culture defined by respect, equity and social responsibility. The successful candidate will have demonstrated experience working with diverse populations, and supporting an inclusive and equitable community. Maine College of Art & Design does not discriminate on the basis of gender, gender identity, gender expression, sexual orientation, disability, genetic information, HIV status, race, age, religion, national or ethnic origin, or military/veteran's status in its educational programs, admissions policies, employment policies, financial aid, or other College administered programs. Candidates from historically underrepresented backgrounds are encouraged to apply.