**Assistant Curator  
12 month Tenure-Track Position**

The Noel Memorial Library seeks applications for an Assistant Curator in the LSUS Northwest Louisiana Archives. The position is a 12-month tenure-track faculty position at the rank of Assistant Curator and reports to the Curator. Duties for this position include preserving, describing, and providing access to archival collections, including born-digital and digital collection materials; managing social media accounts; assisting the Curator in the management and service of archival materials; supervising the archives in the absence of the Curator; assisting the Curator in training and supervision of student workers; assisting with curating exhibits; and other duties as assigned. Noel Memorial Library faculty members have responsibilities in the areas of librarianship/curation, scholarship, and service.

**Primary Responsibilities**

The assistant curator is responsible for digitally processing identified analog and born digital collections, including appraisal, accessioning/securing collections, and arrangement and description.

Acquires born-digital content as identified by the Curator as within collecting scope. Advises the Curator on appraisal strategy, privacy concerns, and security, as they apply to the context of born-digital records.

Advises the Curator in making decisions about storage media, along with classification, indexing and metadata assignment.

Works to ensure that digital content in the collections is accessible to appropriate audiences, following the strictures of privacy concerns, copyright regulations, and donor restrictions.

Works closely with the Curator to determine priorities for digitization and to establish digitization projects. Supervises digitization efforts performed by student workers, staff or outside vendors.

In consultation with the Curator and the Director of Resource Management and Discovery, selects and implements software and systems as appropriate.

Finds opportunities for collaboration and partnerships with the Archives through campus initiatives, campus projects, grant funding, etc.

Maintains currency in digital archives best practices and technologies. Attends professional development training and engages actively in professional activities.

**Requirements:**

ALA accredited Master's of Library and Information Science (MLIS), or equivalent ALA accredited degree

Exceptional oral and written communication skills and experience establishing positive and productive collaborations at a college/university, archive, or library;

Possesses analytical and organizational skills.

**Preferred:**

ALA accredited Master's of Library Science with 9 credit hours of graduate archival administration;

Knowledge of digital preservation theory and practice, including best practices, current technologies, administrative/technical metadata and file format standards;

One year of experience working with digitizing materials and managing a digital collection or other digital library-related work; experience with a repository software;

**Salary:** $46,000

**Special Instructions:**To apply for this position, send an email containing the subject line ***Assistant Curator NWLA Archives***with a CV, cover letter, and contact information for at least three professional references to:

Laura Upshaw  
Administrative Assistant to the Search Committee  
[Laura.Upshaw@LSUS.edu](mailto:Laura.Upshaw@LSUS.edu)

Review of applications will begin immediately and continue until the position is filled. To receive full consideration, applicants are encouraged to submit all materials by February 17, 2023. LSUS is an Affirmative Action and Equal Opportunity Employer.