THE MET — Thomas J. Watson Library

Position Title:	Florence and Herbert Irving Librarian for Collections
Location:	The Metropolitan Museum of Art
Department:	Watson Library
Reports to:	Chief Librarian
Salary Grade: Associate or Museum Librarian	Employee Classification: P3/P2

About The Metropolitan Museum of Art and Watson Library

The Metropolitan Museum of Art collects, studies, conserves, and presents significant works of art across all times and cultures in order to connect people to creativity, knowledge, and ideas. Thomas J. Watson Library is The Met's research library. With its collection of more than one-million volumes, extensive digital collections, and online resources, Watson Library is one of the world's most comprehensive art libraries.

The library's holdings reflect the global and encyclopedic nature of The Met, with books ranging in date from the late fifteenth century to current scholarship, in all fields covered by The Met. The library's mission is to support the research activities of the Museum staff and to offer access and outstanding services to an international community of students and scholars.

GENERAL STATEMENT OF RESPONSIBILITIES & DUTIES

The Florence and Herbert Irving Librarian for Collections has overall responsibility for collection development, the collection budget, acquisitions, special collections, serials management, and digitization projects. This position works closely with the Chief Librarian to shape the vision and focus of the library's collection and to determine strategies to achieve them. The Librarian for Collections provides direction as the library redefines its collection by reducing acquisitions to a sustainable volume and responds to new disciplinary areas of study and new and evolving methods of scholarship.

This leadership position develops positive relationships with staff; fosters trust, integrity, respect, and teamwork; develops productive partnerships with internal stakeholders including Met staff, volunteers, and administrative staff; and builds alliances with external stakeholders including outside researchers, local colleges and universities, and the academic community. This position is the key contact with the library's major book providers, sellers, and develops productive and collegial relationships with local and international booksellers, subscription agents and related vendors.

PRIMARY RESPONSIBILITIES AND DUTIES:

- Leads the management, coordination, and direction of collection development, collection budget, acquisitions, special collections, gifts and donations, serials, and digitization.
- Plays an active role in the selection of print and online resources, ensuring that underrepresented artists, artistic traditions, diverse points of view, and multiple languages are meaningfully represented in the international collection.
- Oversees the collections budget, manages print and online subscription resources, approval plan profiles and license agreements.
- Monitors and coordinates the work of the selectors and addresses issues of performance and policy.
- Monitors the priorities and interests of Met research staff and non-affiliated researchers; serves as point person for requests needs.
- Works with donors regarding offers of gifts and makes decisions on accepting and processing donations.
- Develops strategic directions and documentation to ensure clear policies for all aspects of collections with focus the on efficiency and service.
- Manages business relationships with library vendors and keeps up to date on new products and services.
- Utilizes quantitative tools, e.g. Innovative Interfaces Decision Center, to analyze and assess collection and its use, and recommends collection policy changes or revisions.
- Coordinates with library staff and prioritizes library collections for digitization development and management.
- Engages in active outreach to multiple constituencies and makes collections-based presentations.
- Commitment to supporting the Museum's diversity, equity, inclusion, and accessibility efforts.
- Participates in Friends of Watson Library programs and other development and fundraising opportunities.
- Directly supervises, coaches, and evaluates the performance of four to six members of staff.
- Provides clear and supportive leadership to staff with focus on mentorship, advocacy, and professional development.
- Leads through promoting teamwork, diversity, and inclusiveness within the library and The Met.
- Collaborates on space planning, including selection for offsite and managing down the collection.
- Works with the Chief Librarian and Finance Team to prepare the budget, monitor expenditures, and analyze financial reports.

REQUIREMENTS & QUALIFICATIONS:

Experience and skills:

- Eight or more years of significant academic or research library experience with responsibility in areas related to collection development, collection assessment and management, acquisitions. Art library experience preferred.
- Outstanding leadership abilities including strategic vision, team building, and financial acumen.
- Strong management abilities including understanding of best practices, and current trends in scholarly communication, excellent organizational and communication skills, and experience in change management.
- Experience in the development and application of innovative approaches to library collection analysis.
- Experience working with special collections, major international booksellers, digitization of materials and major vendors/platforms, and online subscription vendors/licenses.
- Experience in a broad range of basic to advanced library functions including cataloging and technical services.

- Demonstrated commitment to diversity, equity, inclusion, and accessibility; experience leading equitable hiring and development of a diverse team.
- Excellent presentation skills.
- In-depth experience in project management and developing goals, including assessment and prioritization in a library setting.
- Fiscal management, including budget oversight.
- Fundraising experience; experience working with donors.
- A demonstrated commitment to support research and scholarship by building outstanding print and online library collections.

Knowledge and Education

- Master's Degree in Library Science/Information Science required; M.A. in Art History preferred.
- Reading knowledge of French, Italian, Spanish, or German preferred.
- Knowledge of current trends in library collection development and building special collections.
- Knowledge of major vendors, booksellers (new and antiquarian) subscription agents.
- Knowledge of current technologies for data collection, analysis and reporting.
- Knowledge of trends in digital scholarship, open access and scholarly communication.
- Knowledge of MARC-based bibliographic data and cataloging best practices.
- Knowledge of emerging technologies, including social media, and their application in a research library environment.