

DIRECTOR OF THE F.M. JOHNSON ARCHIVES & SPECIAL COLLECTIONS

Department: Library

Position Summary: North Park University (NPU) is seeking a professional archivist to lead the F.M. Johnson Archives and Special Collections. This is a unique opportunity to direct the activities of a university archives, a religious archives, and a cultural heritage archives. The position performs or oversees all archives functions and programs with the support of a part-time staff, student workers, and a dedicated volunteer.

The F.M. Johnson Archives is the official repository of the Evangelical Covenant Church (ECC) as well as NPU. It additionally holds the Swedish-American Archives of Greater Chicago (SAAGC), owned by the Swedish-American Historical Society (SAHS) and held in trust by NPU's Center for Scandinavian Studies (CSS). These three collections dominate the activities of the F.M. Johnson Archives and the relationships between the owning organizations offer myriad opportunities for collaboration.

North Park University (NPU) is owned and operated by the Evangelical Covenant Church (ECC). The F.M. Johnson Archives and Special Collections is administered by NPU through Brandel Library, and receives direct support from the ECC and occasionally SAHS. Thus the Director is an active participant in the institutional lives of NPU, the ECC, and SAHS.

Essential Responsibilities

1. Leading the development of the FM Johnson Archives and Special Collections which includes the following activities:
 - a. Growing connection with key stakeholders
 - b. Casting a compelling vision for future of archives
 - c. Overseeing personal and financial resources of the archives
 - i. Manages part-time staff, student staff, and volunteers
 - d. Participating in boards, commissions and committees
 - i. Advisory member of the Commission on Covenant History
 - ii. Ex-officio board member of the Swedish-American Historical Society
 - iii. Ex-officio board member of the Center for Scandinavian Studies
 - e. Promoting the work of the archives to constituents (common media outlets include Covenant Newswire, Covenant Companion, University Marketing and Communication outlets, SAHS newsletter, Friends of Covenant History newsletter, social media)
2. Collecting, preserving, and organizing archival and special collection material
 - a. Identifying relevant material and acquiring it for the archives – this includes donor relations, both institutional and in the general public
 - b. Implementing best practices for material in a variety of formats for long term preservation
 - c. Overseeing the processing and cataloging of archival and special collection material using standard archival practices
3. Supporting researchers
 - a. Increase accessibility of the collections by envisioning and overseeing the development of online digital collections of analog materials in CONTENTdm

- b. Provide reference services to onsite and offsite researchers
4. Manage archives facilities (reading room, work room, and closed stacks)
5. Collaborating with NPU faculty to support instruction
6. Developing exhibits and programming that highlights the collections
7. Supplies expertise on the collection and organization of school records to support NPU accreditation
8. Consult as requested with Covenant churches and institutions regarding their local archives

Essential Qualifications

1. Library degree – emphasis in archival practice strongly preferred
2. 2nd Masters Degree preferred
3. Previous archival experience
4. Knowledge of current archival best practices and tools
5. Ability to effectively communicate with University and Denominational leaders as well as a broad array of researchers using the collections.
6. Ability to effectively lead people
7. Ability to read a Scandinavian language
8. Ability to write effectively
9. Ability to teach

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.