

USC Libraries

Dance Preservation and Digitization Project Librarian (#345)
University of Southern California
Requisition ID: 20059476

POSITION SUMMARY

The University of Southern California (USC) Libraries seek an innovative, service-oriented librarian to be key part of a project team to provide a permanent home to the Dance Heritage Coalition's (DHC) Dance Preservation and Digitization Project (DPDP). This is a 2.5-year grant-funded position. In coordination with USC's Office of the General Counsel, the DPDP project librarian will clear and document all rights for DPDP content, including subsidiary rights; communicate with contributing organizations to gather additional documentation of subsidiary rights; assist with planning and visioning activities for the DPDP; engage donors of materials and institutions that presently access the resource following USC Libraries protocols; and assist with metadata creation and provide training to DHC members. During the final phase of the project, the DPDP project librarian will assist with project logistics at each of the contributing archives and clearing rights for new videos selected for the project.

The successful candidate will have the initiative and commitment to develop transformative research services and disciplinary outreach geared toward current and emerging research and pedagogical needs of the Kaufman School of Dance, and in support of the USC Libraries vision, mission, values, and initiatives.

We seek candidates motivated by a passion to develop transformative library services and invested in the future of librarianship. The successful candidate is expected to be creative in identifying and solving problems within a collegial and collaborative environment. The successful candidate must be knowledgeable of current relevant library and scholarly information trends and practices, and be able to apply this understanding to make a significant, positive impact on the USC community. Duties include weekend and evening hours.

THE UNIVERSITY OF SOUTHERN CALIFORNIA

The University of Southern California is one of the world's leading private research universities. An anchor institution in Los Angeles, USC is ranked second in the country in enrollment of international students and offers extensive opportunities for internships and study abroad. With a strong tradition of integrating liberal and professional education, USC fosters a vibrant culture of public service and encourages students to cross academic as well as geographic boundaries in their pursuit of knowledge. For more information, visit www.usc.edu.

USC LIBRARIES

The USC Libraries support the discovery, creation, organization, dissemination, and preservation of knowledge. We develop and deliver collections, services, and programs that support and encourage the academic, research, clinical, and creative endeavors of our community; cultivate an inclusive community of intellectually curious, critical thinkers; and help develop engaged, informed global citizens. Through these means, we participate in the continuing success of the University of Southern California as a private, global research institution committed to the greater, public good.

The USC Libraries comprise Doheny Memorial Library and many specialized libraries, including the Health Sciences Libraries, with an operating budget of approximately \$41 million. Library faculty and staff throughout the organization are committed to core values of inquiry, ingenuity, integrity, and inclusiveness, and work to advance consequential engagement with our communities. For more information on how our libraries support critical, creative, and ethical habits of mind at USC, visit libraries.usc.edu.

RESPONSIBILITIES AND DUTIES

Reporting to the Director, Digital Library, the Dance Preservation and Digitization Project Librarian will:

- Secure the electronic rights to 1,219 digital videos transferred to USC at the outset of the project and 800 hours of additional videos digitized by the completion of the project
- Communicate with copyright holders to secure and document these rights, including subsidiary rights that have been documented by donor institutions (e.g. dance companies) for music, sets, costumes, etc. for each performance. The process for clearances must be methodically undertaken in coordination with USC's Office of the General Counsel and result in uniform, organized work products
- Document and organize clearances for review by the project team and personnel in the USC's Office of the General Counsel; report progress and identify issues as they appear
- Ensure that project milestones are met for rights clearance and documentation
- Work with Dance Heritage Coalition (DHC) members and Dance/USA to assist with project planning and coordination with donor organizations and DHC member archives on the identification of materials for future projects and the completion of a digitization project focused on L.A. dance heritage
- Assist with the following processes: transfer donor organizations' video content and metadata to the USC Digital Library (DL); load archival versions of each file into the Digital Repository (DR); and provide existing rights documentation
- Work with the Director, Digital Library to serve as a rights resource for stakeholders at the USC Libraries as well as DHC, Dance/USA, the USC Glorvya Kaufman School of Dance (Kaufman), and individual DHC member groups and individual dance companies
- Identify and assist with additional opportunities to expand or enhance the DPDP collection (e.g. via additional at-risk media recordings of dance performances, projects to improve the functionality or expand the applications for the digital collection, etc.)
- Assist with planning and visioning activities with the DHC board, Dance/USA, DHC members, Kaufman, and the USC Libraries
- Engage donors of materials and institutions that presently access the resource and assist the Metadata Librarian with gathering metadata and providing resources and training to donors
- Engage in professional and/or discipline organizations, research, or publishing that will have a significant, positive impact on the USC Libraries strategic plan, and advance the University's strategic plan and vision
- Provide evening and weekend services
- Other duties as assigned.

EXPERIENCE AND QUALIFICATIONS

Minimum qualifications: MLS from an ALA-accredited program or non-U.S. equivalent is typically required for a librarian appointment at USC. In addition, candidates must provide examples of:

- Experience identifying potential rights holders, negotiating, and securing rights
- Experience providing metadata
- Experience using digital library/digital asset management systems
- Experience successfully working in a collaborative/team environment

- Successful track record managing projects while managing multiple priorities and meeting deadlines
- Knowledge of current professional trends in librarianship, especially those relating to digital librarianship, intellectual property, reference, instructional services and collection development to a diverse population on and off-campus
- Effective oral and written communication skills.

Desirable qualifications:

- Experience in curriculum development and instruction/training
- Experience working with time-based media and video assets
- Experience working in a library or cultural institution with materials related to the performing arts
- Knowledge of dance and/or history of dance
- Familiarity with dance companies, studios, etc.

APPOINTMENT RANK/SALARY

Rank: Contract Librarian

This position is a fixed-term, full-time, non-continuing appointment on a 2.5-year contract, renewable annually. Salary commensurate with experience and qualifications.

BENEFITS

Benefits include a choice of retirement programs, 22 paid vacation days per year, university holidays, a choice of medical and dental plans, and tuition assistance (for employees and eligible dependents). For more information about benefits see: benefits.usc.edu

APPLICATION PROCEDURE

Applications must be submitted via USC's online faculty application website:
<https://facultypositions.usc.edu/FAS/application/position?postingId=REQ20059476>

As part of the application, candidates must upload one document file (Word or PDF) that contains the following: 1) a cover letter, 2) a curriculum vitae (including telephone and e-mail address), and 3) a list of at least three references that includes the name, address, telephone number, and e-mail address for each referee.

Closing date for applications: Open until filled

For more information about this position, contact Deb Holmes-Wong, Chair of the Search Committee, at dhwong@usc.edu.

USC is an equal-opportunity educator and employer, proudly pluralistic and firmly committed to providing equal opportunity for outstanding persons of every race, gender, creed and background. The university particularly encourages members of underrepresented groups, veterans and individuals with disabilities to apply. USC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. Further information is available by contacting uschr@usc.edu.

5/11/2018