



University Libraries  
Office of the Vice Provost

Human Resources

**Assistant Curator, Poetry Collection (Senior Assistant Librarian)**  
**University Libraries**  
**University at Buffalo**  
**The State University of New York**

The Special Collections unit of the University at Buffalo Libraries seeks dynamic applicants for the position of Assistant Curator in the Poetry Collection. Founded in 1937, the Poetry Collection is the library of record for 20<sup>th</sup>- and 21<sup>st</sup>-century Anglophone poetry and is comprehensive in its collection of first and other bibliographically significant editions, little literary magazines and journals, broadsides, anthologies, criticism and reference materials. Additionally, the collection holds more than 150 archives and manuscript collections from a wide range of poets, presses, magazines and organizations including James Joyce, William Carlos Williams, Helen Adam, Robert Duncan, Robert Graves, Dylan Thomas, Jargon and Wyndham Lewis. The Poetry Collection is also a regional repository for many of the publishers and arts organizations of Western New York. There are also substantial collections of artwork, audio recordings, ephemera, photographs, visual poetry and zines, making it one of the largest poetry libraries of its kind in the world.

As an active research center for the study of modern and contemporary poetry, the Poetry Collection supports with its materials a wide range of scholarly publications; opens its doors to visiting researchers from around the world; assists with the educational activities of undergraduate and graduate students at UB and elsewhere; hosts lectures, conferences, readings and other events; and loans items to exhibitions.

The Assistant Curator assists the Curator in all activities of the Poetry Collection, including supporting visiting scholars and students in their research, teaching introductory and special-topic graduate and undergraduate classes, collection development, departmental collaboration, community outreach, public presentations and tours for individuals and groups, reference requests, public services and patron billing, publications, interlibrary loans, publicity, communications, planning exhibitions and digital collections, and special events. S/he also participates in all development activities including fundraising, donor relations, gift processing, receiving gifts in kind and grant writing; helps plan the yearly annual fund; manages permission issues with copyright holders; and develops regional, national and international partnerships and collaborations. The incumbent works collaboratively with the Poetry Collection's Processing Archivist and Poetry Catalogers, is jointly responsible for maintaining order in the storage areas and helps supervise student assistants. S/he supports the Libraries' vision, mission and values that include open communications, inclusiveness and respect for the individual.

This is a two-year, renewable faculty appointment with rank leading to tenure in an academic, research-oriented environment with expectations for publication and professional service. The Assistant Curator will report to the Curator of the Poetry Collection in the area of Research, Education and Outreach and work collaboratively with other librarians and professional staff across the University Libraries.

### **Minimum Qualifications:**

- Ph.D. in English with a concentration in twentieth-century American poetry (degree must be conferred by September 30, 2017)
- Knowledge of twentieth- and twenty-first-century poetry written in English, with particular attention to British, Irish and American poetry
- Teaching experience in a college or university
- Two to three years of experience (broadly defined) working in a literary special collection
- A publication record of scholarly expertise in twentieth-century Anglophone poetry
- Evidence of professional engagement through presentations and publications in regional and/or national settings
- Familiarity with the attitudes and operations of small presses and little magazines and the evolution of contemporary poetry
- Understanding of the nature of archival research and the needs of literary researchers
- Excellent interpersonal, organizational, oral and written communication skills
- Ability to prioritize projects, work on several projects simultaneously, work independently and collaborate with library colleagues
- Ability to work positively and effectively with students, faculty and patrons from diverse backgrounds and holding a diverse range of knowledge in a complex academic environment
- Evidence of professional scholarly interest and the ability to meet the University at Buffalo's promotion and tenure standards in librarianship, research, service and outreach

### **Preferred Qualifications:**

- Coursework and/or training in library science, archives management, preservation, history of the book, book arts or other related field
- Proficiency with the general functions of a university research library (such as interlibrary loans)
- Awareness of emerging trends in scholarship and current issues facing research libraries, such as open scholarship and digital publishing methods
- Familiarity with copyright laws and regulations
- Editing experience

### **Professional Rank, Salary and Benefits:**

This is a tenure-track faculty position at the rank of Senior Assistant Librarian. Salary is dependent upon qualifications and experience. Fringe benefits include paid holidays, liberal vacation and sick leave, health care and prescription coverage, dental and vision coverage, life insurance, long-term disability insurance, and New York State or TIAA/CREF retirement options.

### **The University at Buffalo Libraries:**

The University at Buffalo Libraries contribute strategically to the University at Buffalo's vision of becoming a model 21st-century public research university by providing outstanding resources, experts, services, and spaces that enrich the research, teaching, learning, and outreach activities of UB's diverse faculty, students and staff as well as those of our external partners. The University Libraries advance intellectual discovery, information literacy, and lifelong learning, all in support of the University at Buffalo's strategic goals in research, teaching, and service.

As the largest academic research library in the State University of New York (SUNY) system, the University at Buffalo Libraries have an extensive online and print collection, including many locally digitized collections covering a wide range of subject areas. There were more than 3.3 million uses of the Libraries' print and digital collections last year. The 4.2 million volumes of the University Libraries include 767,000 e-books, and the journal holdings include over 162,000 scholarly journal subscriptions. Our holdings also include 6.2 million microforms, more than 43,000 music recordings, and a substantial multimedia collection. The University Libraries are comprised of eight physical facilities, including the Charles B. Sears Law Library and the Music Library. We serve over 3.8 million users per year in our buildings.

### **The University at Buffalo:**

Joining the public State University of New York in 1962, the University at Buffalo (UB) has grown to become the largest and most comprehensive university in the SUNY system. Widely regarded as SUNY's flagship and its primary center for professional education and training, the University at Buffalo was also the first of the two public universities in the state to earn membership in the pre-eminent Association of American Universities, one of only 59 research-intensive universities in the United States to hold that distinction. Located on an international border, the University at Buffalo is truly a global community of scholars, ranking first in the nation among comprehensive public research universities in terms of percentage of enrollment that is international.

The Buffalo-Niagara region is the state's second largest major metropolitan area, exceeded only by New York City. The region includes a diverse blend of communities, each with its own distinct personality, yet commonly characterized by a distinctly neighborly way of life, an unpretentious nature and spirited loyalty among residents.

### **To Apply:**

To submit an application, please visit <https://www.ubjobs.buffalo.edu> and search for posting number **F1700084**. Interested candidates should upload a CV and a separate cover letter that includes contact information for three professional references (including email addresses). The Libraries' Human Resources Officer may contact you and ask for a statement of research and service interests. Candidates invited to interview for the position will be expected to give a short presentation to faculty and staff of the University Libraries. Nominations and/or questions may be addressed to Cherie Williams, University Libraries' Human Resources Officer, [cbw@buffalo.edu](mailto:cbw@buffalo.edu).

***The University at Buffalo is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to minorities, women, veterans, disabled individuals, and other protected groups.***