

Sotheby's INSTITUTE OF ART

Head Librarian (NYC)

About Sotheby's Institute of Art

Founded in 1969 by Sotheby's auction house, the Sotheby's Institute of Art (SIA) is the first and foremost graduate school for the study of art and its markets. Located in one of the most vibrant art cities of the world, Sotheby's Institute of Art-New York (SIA-NY) has been an accredited member of the National Association of Schools of Art and Design (NASAD) since 1989 and holds degree-granting authority from the Regents of the State of New York. With campuses in New York, London, and Los Angeles, the Institute continues to offer innovative and progressive academic and professional training to prepare students for exciting careers in the art market. Today, the Institute's more than 6,000 alumni hold leadership positions worldwide in auction houses, galleries, art fairs, museums, and art organizations.

SIA-NY is seeking a Head Librarian to provide leadership for building print-based and online collections, and for developing on-site library services and library research education in support of Sotheby's Institute of Art New York's academic programs. The Head Librarian instills the highest service standards and administers the library's resources to provide excellent support to students, faculty and staff. He/she also fosters a creative, collaborative and team-oriented work-environment. Working with the SIA-London librarian and the SIA systems staff, the Head Librarian deploys resources strategically and helps to plan for the long-term academic needs of the Institute. He/she initiates new projects and explores innovative technologies to improve services as appropriate. Contributes expertise to improve coordination of service procedures and understanding of reader expectations.

Job Responsibilities include the following but the individual will also be expected to perform all the duties necessary which are customarily performed by a person holding this position. Other duties may be assigned.

- Leads SIA-NY library collection development, library services, and library partnerships.
- Manages library staff and assistants and supervises the Reference/Cataloging Librarian by monitoring performance and works with her/him to create an appropriate professional development program.
- Plans, monitors, and evaluates the services of the SIA-NY library including: information services, library collection development and promotion, electronic and print course reserves, library facilities, the SIA-NY library website, annual inventory, and inter-library loan.
- Provides general oversight of the SIA-NY library website by facilitating design and content planning in coordination with other SIA librarians and SIA constituencies.
- Works with vendors to select, negotiate and administer licenses and access for electronic resources.
- Prepares and manages the library budget strategically and thoughtfully through working across SIA-NY departments, SIA globally, and with libraries throughout New York and beyond.
- Works closely in conjunction with academic staff, administrative staff and students to ensure the continuing relevance of materials and services provided. Contributes to the development of local- and system-wide policies and procedures and continues to be professionally active both at SIA-NY and in the field.
- Participates in and contributes to library long-term planning and is professionally active in library, scholarly and/or academic organizations.

- Represents the Library and Sotheby's Institute in the academic and professional community by serving on various committees and task forces.

Knowledge and Abilities

- Knowledge of integrated library systems, library applications, and other information technologies
- Knowledge of the subject areas of the library's collections, which include: art history, connoisseurship, collecting and patronage, art business, and international art markets.
- Excellent IT skills
- Excellent planning/organizing skills
- Strong sense of initiative
- Ability to provide research and reference services
- Ability to work creatively and collaboratively
- Ability to prioritize and plan work activities
- Ability to be present in the office

Qualifications

- MLS or MLIS from an ALA-accredited university
- Minimum of five years of relevant experience in an academic library
- Experience with a wide range of information technology
- Experience managing budgets, staff and collections
- Experience of providing user education and training
- Experience in library facilities management and planning
- Extremely strong professional English language skills, both written and spoken
- Confident public speaking skills
- Foreign language skills desirable, but not required.
- Authorization to work in the United States is required

Sotheby's Institute of Art offers a competitive salary that is based on education and experience.

To Apply:

- Email your **resume** and a **cover letter** to: opportunities@sothebysinstitute.com
- In the subject line of your email enter: "**Head Librarian**"
- Only qualified candidates should apply

NO RECRUITERS

Sotheby's Institute of Art is an Equal Opportunity Employer

<http://www.sothebysinstitute.com>