

MLA Archives Policies Task Force Proposal for an MLA Archivist, May 2012

Recommendation

The task force recommends that there be a special officer position called MLA Archivist.

Charge

The MLA Archivist is a special officer of MLA whose principal responsibility is to oversee MLA's archives activities.

Duties

Specific duties are:

- Serve as MLA's official contact with the Curator of Special Collections in Performing Arts (SCPA), University of Maryland, owner and custodian of the MLA Archives;
- Collaborate with the Curator of SCPA in the development of MLA policies and practices regarding the association's archives program and the maintenance of its archives;
- In the context of the association's documents retention guidelines, assure that documents are assembled by the responsible incumbents and are conveyed to the MLA Archives within the time periods specified. "Documents" refers to any format in which the information may be stored: print, electronic or other;
- Prepare grant proposals in collaboration with the Curator of SPCA, the MLA Board of Directors, and the MLA Development Officer, and when appropriate serve as principal investigator or its equivalent.

Qualifications

- Thorough familiarity with MLA's activities and administrative organization, and knowledge of its history;
- Familiarity with archives work adequate to the duties of the position; professional experience in an archival setting preferred. Awareness of national issues and trends in archives. A Master's degree from an ALA-accredited institution and/or a Master's degree in Archival Studies is preferred;
- Leadership experience and accomplishments adequate to the duties of the position;
- Successful collaborations with local and distant colleagues;
- Grant-writing experience;
- Proven ability to meet deadlines.

The position receives support for expenses necessary to carry out the responsibilities of the position including travel for an initial visit to the MLA Archives.