

Job Description



1. Job Details:

Job Title:	Director of Distinctive Collections	Reports to:	Executive Director - QNL
-------------------	-------------------------------------	--------------------	--------------------------

2. Job Purpose:

A member of the Library's management team, the Distinctive Collections Director leads a critical unit of the National Library and is responsible for marshalling the Library's collections resources, services, and operations around its mission to create a distinctive learning environment for the QNL community and society at large, inspiring discovery, cultivating knowledge, advancing research, and preserving cultural heritage. The director is responsible for providing direction and oversight of all aspects of the Directorate including and not limited to strategic planning, acquisition, development and management of services, and supervision and mentoring of staff, exhibitions, preservations, and digitization processes as well as research.

3. Job Dimensions: Key facts and figures, which give an indication of the scope and scale of the job.

Accountability for annual operating budget / project budget / sales revenue:					
Prime			Magnitude of financial accountability: QR 200,000 – 2 millions		
# staff supervised:		# direct reports:		# contractors/others:	

4. Key Result Areas:

KEY RESULT AREAS

- Provides leadership and vision for the Directorate and in collaboration with other library units, oversees all activities including collecting, processing, organizing, preserving, promotion, and making accessible collections of photographs, manuscripts, archives, audio-visual media, and digital collections.
- Provides expertise and creativity in the development of excellent heritage collections and archives in a variety of formats and participate in meaningful research related to the focus of the Heritage Library.
- Plans, organizes, and manages all aspects of the Directorate human resources and budget.
- Fosters a flexible, collaborative team-oriented work environment that allows staff to move between units and across the library in order to facilitate the work of the directorate, promote innovation, and create and facilitate new initiatives, collaborations, and interdisciplinary projects.
- Provides leadership for and works collaboratively with professionals, researchers and museums and other unique collections entities in Qatar.
- Initiate and manage a variety of public programs and services such as symposia, lectures, exhibitions, and scholarly conferences that showcase special collections and the research use of such collections.
- Develops proposals for educational programs that enhance the scholarly use of QNL's unique collections and services and provides reference and consultation to researchers and visiting scholars; collaborates with local universities and museums to devise new innovative ways of understanding history.
- Directs a robust program of exhibits and public programs including lecture series, author events, exhibit receptions, symposia, and development-related presentations.
- Develops and refines the QNL collection development policy and other policies related to exhibitions, collection usage, assessment and services.
- Works closely with preservation and conservation experts on handling, storing, protecting, and repairing the collections to preserve them and make them available for use.
- Works closely with the Library's IT and Cataloging departments to continue QNL's digitization program to enable staff to be aware of, inform the development of, and understand standards, policies, procedures, technical, and copyright legal requirements for acquisition and curation of the physical and digital collections.
- Serves as the primary public contact and spokesperson for QNL Distinctive Collections.
- Works closely with the Deputy Director of Communications to publicize QNL's collections, services, exhibitions, events, programs, and other activities.
- Promotes awareness and use of collections within the country, region, and internationally in support of original scholarship and research.
- Actively serves on QNL committees and committees of regional, national, and international organizations and associations that promote preservation and access to archival materials.
- Establish positive and fruitful relationships with collectors and vendors of heritage materials.
- Develops the Qatar national collection including the legal deposit and all associated operations.

Director of Distinctive Collections

- Leads and engages in scholarly pursuits that feature QNL unique collections.
- Contributes to the success of the Distinctive Collections by performing all other duties as assigned.

5. Operating Environment, Framework & Boundaries:

Work is in a multi-cultural office and library environment. Must adhere to all applicable QF and Library Policies and Procedures and must ensure that all policies and procedures must comply with global standards and best practices. Must comply with QF health, safety, security and environmental policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL requirements.

6. Communications and Working Relationships:

- Executive director for strategies validation and obtain approvals.
- Heads and manager of the directorate of other departments within QNL for collaborative work.
- In many instances, would serve as a chief spokesperson for the Library, meeting with various constituencies and the media.
- Would communicate regularly with senior management of EC Centers, faculty and branch campuses.
- QNL committees – participation as needed

7. Problem Solving & Complexity:

- Evaluates different options when solving problems.
- Refrains from drawing conclusions in absence of clear evidence, takes time to collect facts before developing a solution.
- Considers the medium term as well as immediate short-term impact of outcomes and actions.
- Demonstrates awareness of the impact of preferred solution on other projects/ related problems.

8. Decision-Making Authority & Responsibility:

- Accepts responsibility/accountability for own decisions and explains the rationale.
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment.
- Remains calm and resourceful when making difficult decisions, basing them on facts.
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight.

9. Minimum Knowledge, Skills & Experience:

- Minimum of 8-10 years of professional experience leading special collections/archival services/operations and demonstrated evidence of progressively increasing scope of supervisory and management responsibility in a large national, academic, or research library or similar institution.
- Graduate degree in Middle East and Islamic history in addition to a special collections and archival training.
- Demonstrated experience in the management and preservation of textual collections as well as non-print formats such as photographs, audio recordings, video recordings, and born-digital files and deeper understanding of unique collections policies, procedures, and trend.
- Demonstrable knowledge of current and developing archival preservation and conservation issues and practices.
- Knowledge of the rare book trade and the development, acquisition and management of rare books.
- Experience in working with other cultural memory institutions and the general public.
- Knowledge of intellectual property issues related to archives, libraries, and special collections and copyright issues associated with print and digital technologies.
- Ability to successfully supervise, mentor, and train distinctive collections and archives personnel.
- National reputation in the field of archives or rare books and manuscripts librarianship, including a significant record of participation in professional associations (such as the Rare Books and Manuscripts Sections of professional associations) and a record of scholarly engagement, demonstrated through publications and presentations.
- Demonstrated experience working collaboratively with professionals to initiate and develop programs to showcase special collections, promote the research use of such collections, and enhance the scholarly use of special collection.
- Demonstrated vision for the uses of emerging technologies in archival and special collections.
- Ability to lead and articulate a vision and provide leadership to achieve library goals and priorities.
- Demonstrated leadership and analytical skills, creative and innovative problem-solving skills, and a strong commitment to service excellence and excellent oral and written communication skills.

Director of Distinctive Collections

- Evidence of success in strategic planning, introducing and managing change in complex environments, budget planning and allocation in large organizations.
- Ability to work independently, be proactive, flexible, and collaborate as a team leader to accomplish library goals.
- Outstanding organizational and analytical skills to manage multiple projects and perform efficiently a in a fast-paced environment with a fluctuating workload, conflicting and competing priorities, and frequent distractions and interruptions.
- Ability to speak multiple languages and read and understand Arabic.

10. Approvals:

Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.

Approved: Name: Sohair Wastawy	Signature:	Date: December 27, 2017
---------------------------------------	------------	--------------------------------