

GORDON CONWELL

THEOLOGICAL SEMINARY

Title: Library Director
Reports to: Dean of Teaching and Learning
Location: South Hamilton, MA
Status: Full-time (37.5 hours per week)

Overview

Gordon-Conwell is a multidenominational Protestant graduate school, unique with its broad array of over 2,100 students and 200 faculty and staff from 98 denominations and 64 countries. We offer a residential model of education at South Hamilton, MA (our main campus); an urban context offering classes in five languages in Boston, MA; adult educational models in both our Charlotte, NC campus and our offerings in Jacksonville, FL; in addition to online and cohort models involving students from around the world.

Our mission is to prepare men and women for ministry at home and abroad. Rooted in the gospel and God's Word, the seminary seeks to develop Christian leaders who are thoughtful, globally aware, spiritually mature, and ready for a broad array of ministries. While being historically orthodox and evangelical, we seek to address the issues of our times with both relevance to the culture and faithfulness to Christ and God's truthful Word.

Position Summary

The Library Director provides leadership for the entire GCTS Library System with campuses in Hamilton, Boston, Charlotte, and Jacksonville. The Library Director works out of the Goddard Library on the Hamilton campus and provides leadership for the library, develops and implements a vision, manages library staff, and represents the Library to the GCTS faculty and administration. The Library Director has responsibilities in the areas of collection development, reference, and instruction, and will be a key player in the development of GCTS's new academic programs. In addition, the Library Director will have responsibilities related to reconfiguring the use of space in the Goddard Library and the eventual renovation of the Goddard building.

Key Responsibilities

- Articulates and implements a vision for the GCTS Library system that recognizes its hybrid nature, i.e., a destination library with traditional services and collections (Hamilton) and satellite libraries that rely more heavily on online resources and services.
- Manages the day-to-day operations of the GCTS Library system by supervising at least four direct reports, at least two of which are on other campuses, and by holding regular staff meetings.
- Provides opportunities for team building and staff development, including performance reviews and professional development opportunities.
- Takes an active role in collection development, reference, and instruction, both in-person and online.

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- Takes a lead role in the acquisition of pertinent manuscript collections of individuals and organizations.
- Works closely with the Academic Dean to position the library to help deliver the GCTS curriculum.
- Develops an annual budget in cooperation with the CFO and monitors that budget monthly.
- Visits the GCTS libraries in Boston, Charlotte, and Jacksonville on a regular basis.
- Serves as the face of the GCTS Library system, representing it to students, faculty, staff, researchers, visitors, and donors.
- Represents the Library to professional organizations, library consortia, and scholarly societies.
- Works with the Department of Advancement to raise funds for the library.

Key Competencies

The incumbent should possess:

- Familiarity with special collections, i.e., manuscript collections and antiquarian books.
- Familiarity with issues in contemporary library design and architecture.
- Familiarity with library trends and developments, especially in areas related to library technology.
- Ability to work well with students, faculty, and members of the library professional staff.
- Ability to supervise and coordinate the work of library staff.
- Ability to budget for and manage financial resources in coordination with the Chief Financial Officer, the Comptroller, and the institutional leadership of the Seminary.
- Experience in organizing library resources for maximum access to students and faculty in the seminary community.
- General knowledge of global Christianity and international publishing.
- Speaking knowledge of a language besides English.
- Ability to work in a matrixed, multi-campus environment
- Commitment to collegiality, diversity, inclusion, and cultural awareness

Education and Experience

- MLS degree or equivalent.
- PhD in a theological or related discipline. With the approval of the Academic Dean, a library director with a PhD may teach up to one course per year in her or his area of specialization. (If Biblical studies is a specialization, experience with Accordance Bible software is preferred.)
- 5+ years of experience in a theological library
- Strong evangelical faith and Christian character, with a readiness to sign the Seminary's Statement of Faith and Community Life Statement.

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Application Process

Please apply through Gordon-Conwell's Career Center available here:

<https://www.gordonconwell.edu/employment/>

Please include these documents in either Microsoft Word or PDF formats:

- A cover letter addressed to Stephen Crocco, Interim Library Director, explaining your interest in the position.
- A formal CV that includes the names of at least three references.

No hard copy materials, please. Opportunities to interview will be made available at the search committee's initiative. Applications will be accepted until the position is filled.