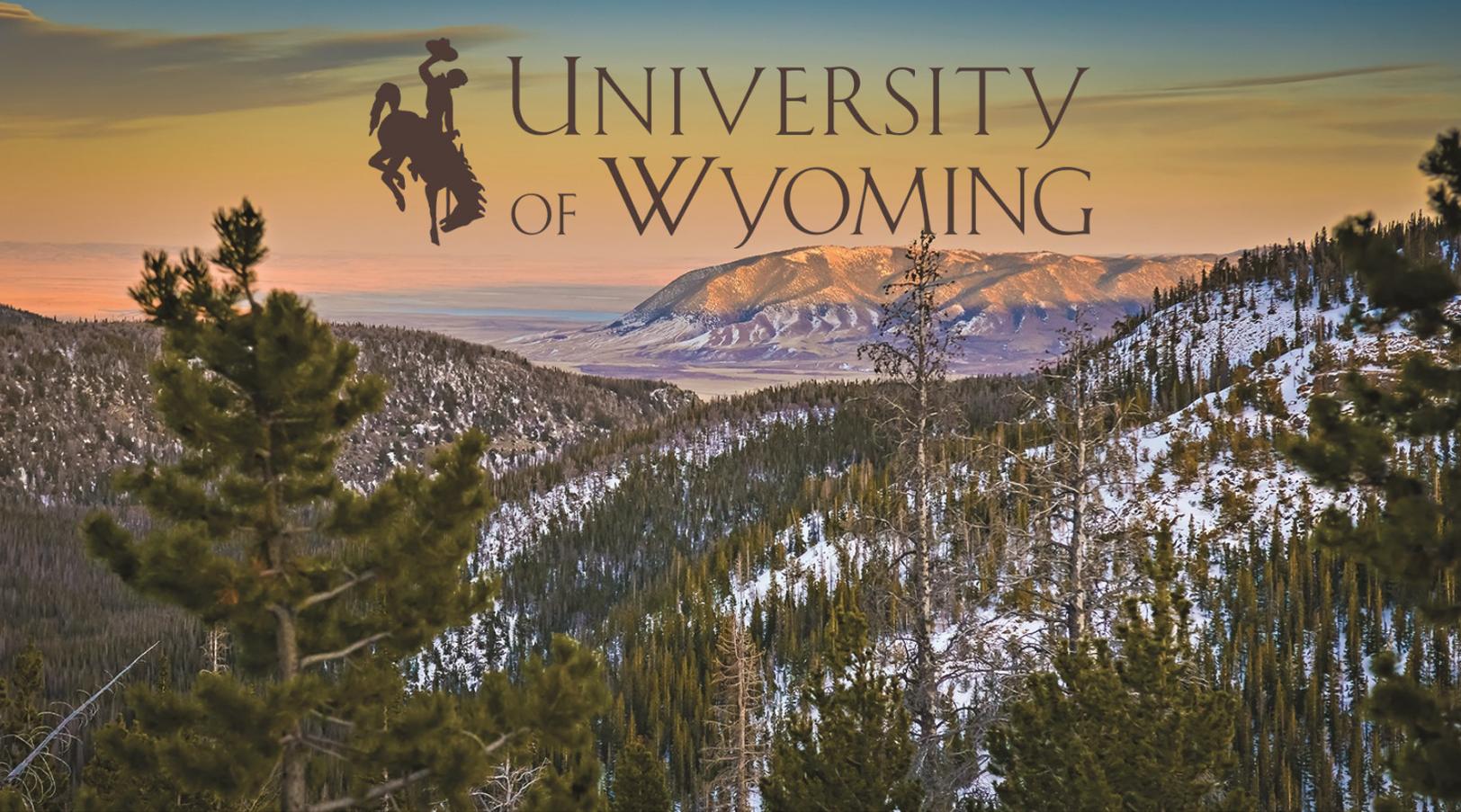




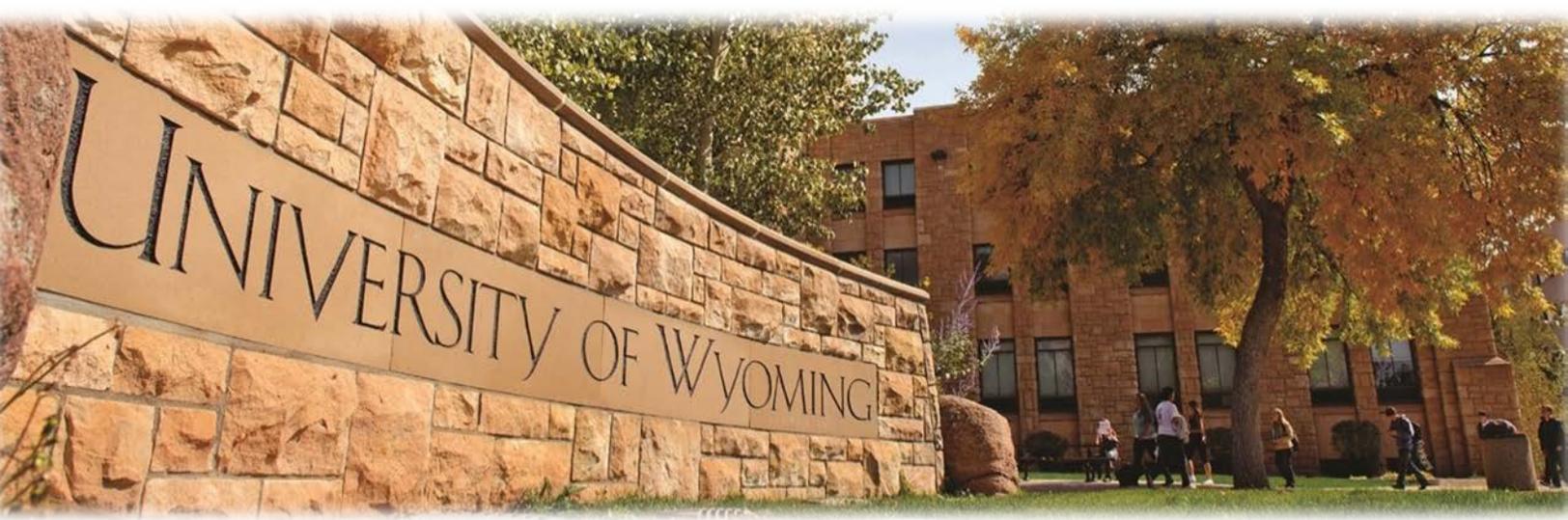
UNIVERSITY
OF WYOMING



POSITION PROFILE

Director, American Heritage Center
December 2018





THE UNIVERSITY

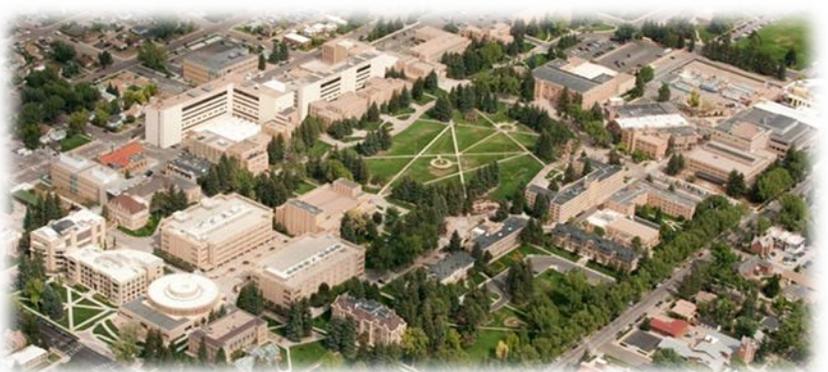
Nestled amid the beauty of two mountain ranges in southeastern Wyoming, you will find the nationally recognized teaching and research institution, the **University of Wyoming (UW)**. Established as a land-grant institution in 1886 when Wyoming was still a territory, UW has since grown to offer more than 200 areas of study, drawing 12,500+ students from all 50 states and 90 countries. UW is known for its accomplished faculty and world-class facilities, its small student/faculty ratio and quality undergraduate and graduate programs within its colleges of Arts & Sciences, Agriculture & Natural Resources, Business, Education, Engineering & Applied Science, Health Sciences, Law, School of Energy Resources, and Haub School of Environment and Natural Resources. To learn more: <http://www.uwyo.edu>

Throughout its existence, UW has been the only four-year university in the state of Wyoming, though it maintains close relationships with the state's seven community colleges. UW's global impact begins with innovative undergraduate and graduate research opportunities and extends through state and federal partnerships and recent initiatives such as the Wyoming Institute for Humanities Research and the School of Energy Resources. UW has played important roles in the lives of students, Wyoming residents, and communities for 132 years.

- Recognized by *Forbes Magazine 2018* as being one of the nation's best college values.
- Rated as a "Top 15 Outdoor Adventure College" by *Outside Magazine*.
- Wyoming is ranked #21 in *US News and World Report 2018* "Best States Rankings."

In May 2016, Dr. Laurie Nichols assumed the role as the University's 26th president. Dr. Nichols is working collaboratively to help the University reinforce and strengthen its reputation as it adapts to changing economic factors in the state and beyond. The University community recently published its new strategic roadmap, "[Breaking Through 2017-2022: A Strategic Plan for the University of Wyoming.](#)" It's an exciting time to be a part of UW as it embarks on new and exciting opportunities.

Location: Located in Laramie, Wyoming, a town of more than 31,000 with a unique blend of sophistication and western hospitality, UW not only provides an environment for success but also offers varied academic and lifestyle opportunities. Laramie is a great place to live and work as it boasts low cost of living, no state income tax as well as incredible outdoor recreational opportunities, an eclectic downtown area, and a great public-school system.





THE AMERICAN HERITAGE CENTER

The American Heritage Center (AHC) is a major archival repository, holding more than 3,500 manuscript collections. The collections are regional, national, and international in scope. The AHC also maintains the University's rare book collection and serves as the university archives. Its holdings draw scholars from the US and abroad; as well as serving faculty, undergraduate and graduate students at UW, teachers in Wyoming, and the public. The AHC is an active sponsor of scholarly and popular programs including research and travel grants as well as lectures and Wyoming History Day.

One of the four main goals in the University's strategic plan, "Breaking Through 2017-2022," is to assure the long-term strength and stability of the University by preserving, caring for and developing human, intellectual, financial, structural and marketing resources. This exemplifies the University's commitment to supporting the AHC – preserving its resources, developing the intellectual capital it holds, and assuring its long-term stability and strength. For more information about the American Heritage Center, please visit <http://www.uwyo.edu/ahc/>.

Click here to view the "[American Heritage Center Annual Report](#)."

Vision

The University of Wyoming's American Heritage Center supports the mission of the University by sharing unique aspects of American history and cultural heritage with the UW community, faculty, staff, and campus organizations, and by making these resources available to citizens of Wyoming and to diverse global audiences. The AHC strives to make this history and cultural heritage readily accessible through a variety of platforms that foster both individual and group discovery to promote and enhance scholarly research and inquiry, curriculum development, and continuing education.

Achievements

Over the past two decades, the American Heritage Center has become a major player in the national archive arena. Located in a low-population state, it is one of the largest, non-governmental archives west of the Mississippi. Known for innovative techniques that emphasize "more product, less process," new collections quickly become available to patrons rather than languishing uncatalogued for months or years. In 2010, the AHC won the top award of the Society of American Archivists for its advancement of archival techniques.

The AHC's holdings are much larger than one would expect at a typical state university, even a flagship or land-grant institution – and therein lies its strengths and its challenges. The AHC has solid collections in the nineteenth-century American West, but even stronger ones in the development of the modern West during the twentieth century. From railroads to aviation to geology and mining, from ranching and conservation to energy development, the AHC collections document how America's western region became what it is today.

In addition, the American Heritage Center contains one of the nation's most extensive holdings in popular culture, with strong collections from film, television, and radio. Here you can find the papers of Stan Lee and Jack Benny – to say nothing of Ozzie and Harriet Nelson, Barbara Stanwyck, and Hugh Downs. Because of these collections, the AHC may be better known nationally than it is in its own backyard. Its skilled staff works hard to preserve and provide access to the collections in a professional manner, but full curation of its entire holdings remains a goal.

THE OPPORTUNITY

The Director must have the vision, experience, and leadership needed to sustain and advance the American Heritage Center's stature as a research and outreach institution of national and international distinction. The Director will report to the Vice Provost and will oversee an institution with 20-25 employees and a variable number of student workers. The Director and the AHC are expected to have strong relationships with the University Libraries, The Art Museum and other museums, academic departments, and with other major collections nationwide.

The Director will be responsible for:

- Continuing to foster the AHC's national and international reputation for innovative approaches to its notable collections;
- Continuing the AHC's strong collections in the modern American West (ranching, wildlife, energy, transportation, railroads, aviation, geology, mining, conservation, etc.) and American popular culture (producers, directors, scriptwriters, composers, and western writers);
- Working collaboratively with the various AHC stakeholders and leading the design of the AHC's strategic plan for "Breaking Through";
- Leading fundraising efforts for the AHC in collaboration with the University of Wyoming Foundation, including gift solicitation, board development, and donor stewardship;
- Advancing collection development initiatives through active and engaged donor relations;
- Maintaining and expanding the accessibility of AHC resources to university audiences (students, faculty, staff, campus organizations) as well as scholarly audiences across the nation and the world;
- Enhancing the range of programs that the AHC offers to scholars, the public, K-12 students and the state generally; reinvigorating current outreach programs and maintaining strong, cooperative connections with the state's museums, archives, and historical societies;
- Developing access and discoverability of the AHC collections, including digital collections;
- Coordinating the collection and the curation of UW's records in physical and digital formats;
- Enhancing collaboration between AHC and University Libraries by shared planning and resource deployment;
- Partnering and aligning with other centers of excellence in Wyoming and beyond;
- Maintaining a high level of integrity and an interpersonal style that fosters an environment built on trust, respect, and compassion.

Qualifications:

- Appropriate terminal degree required (e.g., MLIS or PhD);
- Demonstrated knowledge of and experience in archival collections and institutional administration;
- A substantial record of leadership in an archival setting or academic setting;
- Experience in cultivating relationships with donors and other external constituents;
- Ability to manage multiple stakeholders' expectations and set agreed-upon, achievable priorities;
- Demonstrated ability to manage personnel and academic budgets;
- Excellent oral, written and interpersonal communication skills.



PROCEDURE FOR CANDIDACY

The University of Wyoming, in consultation with Summit Search Solutions, Inc., will begin a confidential review of application materials immediately and continue until the position is filled; parties who apply by **January 27, 2019**, will be given first consideration. Please submit curriculum vitae and letter of interest upon application. All applications and nominations will be held in confidence. To apply online, go to <https://theapplicantmanager.com/jobs?pos=su123>

Note: The anticipated start date is as soon as possible, no later than July 1, 2019.

For further information or to make nominations:

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Summit Search Solutions, Inc. is a boutique executive search firm with a team of experienced recruiting consultants in strategic locations across the country including Arizona, California, New York, North Carolina, and Oregon. Summit brings precision, process, and passion to its work.

The University of Wyoming is an Equal Employment Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status or any other characteristic protected by law and University policy. To review the [EEO is the Law Poster](#) and its [Supplement](#), please see [The Diversity & Fairness page](#).

*Pursuant to Wyoming State law, W.S. 19-14-102, as amended, an honorably discharged veteran who has been a resident of the state of Wyoming for one (1) year or more at any time prior to the date when the veteran applies for employment, or any surviving spouse who was married to such veteran at the time of the veteran's death, who is receiving federal survivor benefits based on the veteran's military service and is applying for employment, shall receive an interview preference during the applicant screening process with the University of Wyoming. At the time of application, the applicant must possess the business capacity, competency, education or other qualifications required for the position. If disabilities do not materially interfere with performance of job duties, disabled veterans will be given preference over able-bodied veterans. **Appropriate documentation of veteran status must be provided at the time of application as outlined in the application process.** No preference will be given to a veteran currently employed by a public department.*

The University of Wyoming conducts background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.

Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.





LARAMIE, WYOMING

Living in Laramie, WY is like being on a year-round vacation—whether you're looking for great food, entertainment or outdoor adventure. The name "Laramie, Wyoming" conjures up visions of the Old West like few others can, with a historic downtown, prairie and mountain vistas, rodeos, guest ranches and more. Laramie is filled with hospitality, entertainment, and excitement while providing a neighborly atmosphere and warm small town feel with a multitude of amenities and entertainment. Surrounded by the great outdoors, Laramie is also south-eastern Wyoming's center for arts events, with a lively music and theater scene, art exhibitions, festivals, and a variety of other entertainment. And don't forget all the sports activities at the university and K-12 levels. Go Cowboys!

Interesting Facts:

- Also known as the "Gem City of the Plains", Laramie is located in the southeastern part of Wyoming approximately 45 miles from the state capital, Cheyenne, and 130 miles from Denver, Colorado.
- Laramie sits at 7,200 feet above sea level in the Laramie River Valley surrounded by the Medicine Bow National Forest, the Laramie Mountains and the Snowy Range.
- Laramie has a 6% sales tax, but does not have state income tax or state inheritance tax.
- The unemployment rate in Laramie is 3.20 % (U.S. avg. is 6.30%).
- Laramie offers a variety of outdoor adventures with more than 250 days of sunshine.
- The quality of life and amenities Laramie has to offer brings several types of industries to the area including technology companies and academia.



About 20 minutes east of Laramie, the Vedauwoo Recreation Area boasts some of the best rock-climbing in the country. You can photograph abundant wild-life, dramatic alpine scenes, and jumbled rock formations. And with more than a hundred mountain biking trails, the Laramie area provides a paradise for exploration on two wheels. If you prefer walking or hiking, camping or day-trips, fishing or hunting, the mountains, lakes, rivers, and trails around Laramie offer something for everyone. Families will find fun and exploration close to town, while backpackers and sportsmen can spend a week in the high country of the Medicine Bow Mountains. And as a winter snow enthusiast, you can escape the crowds by exploring the hills, forested glens and rolling meadows of the Snowy Range from the back of a snowmobile or on downhill or cross-country skis. Laramie is Wyoming's favorite playground!

For more information on Laramie please visit:

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- Visit Laramie, <http://visitolaramie.org/>
 - Laramie Chamber Business Alliance, <http://laramie.org/>
 - Laramie Main Street <https://laramiemainstreet.org/>
 - Live the West in Laramie, WY, <https://youtu.be/g48PeRSjBuY>