

## The Charles Darwin Foundation for the Galapagos Islands is seeking a Head of the Library, Archive, and Museum Area.

<b>Role:</b>	Head of the Library, Archive, and Museum Area
<b>Type of work:</b>	Full-time
<b>Place of work:</b>	Puerto Ayora, Galapagos-Ecuador
<b>Supervised by:</b>	Science Director
<b>Supervises:</b>	Library assistants
<b>Duration:</b>	One year with the possibility of renewal, based on performance

### Introduction

The Charles Darwin Foundation for the Galapagos Islands (CDF) is recruiting a "Head of the Library, Archive, and Museum area." The selected candidate will be part of the CDF team in this area. The Charles Darwin Foundation Library for the Galapagos Islands, Corey Smith, is one of the most important repositories of information and knowledge of and about the Galapagos globally. Its relevance is constituted by its being the only scientific library in the Galapagos Islands, and it has unique documents, books, and historical, documentary, and museum objects among its collections.

For the last five years, the Corey Smith Library has been developing a thematic and infrastructure restructuring to accommodate the two additional areas of the bibliography collection, which have been identified as priorities: archive and museum. For this reason, the CDF Library, Archive, and Museum currently include reference collections for these three thematic areas, which will be managed and administered by the person responsible for the Library, Archive, and Museum.

We are looking for a motivated professional committed to the recovery, management, and communication of historical memory and the conservation of the historical-scientific heritage with which the Charles Darwin Foundation has contributed to the formation of the image of the Galapagos during recent years—sixty-five years. The work developed by this professional will also be focused on the CDF's Museum and Library areas.

### Position Objective

The Professional in "Archives and Museums" of the CDF aims to administer and manage the library, archive, and museum resources. Likewise, this person advises and trains the Library, Archive, and Museum team concerning everything related to library, archive, and museum issues required to give continuity to the different initiatives developed within this area, as well as to make visible the work of the CDF library, archive, and museum in local, national, and international contexts.

## Minimum requirements

- Degree in Documentary Information Sciences, Library Science, and/or Archival Science.
- Proven experience managing information sources, funds, archives, and museums.
- Advanced knowledge in document processing and the management of documentary centers.
- Proficiency in English (spoken, read, and written). Sample of documents in English of own authorship.
- Perfect written Spanish (in the case of foreigners);
- Excellent knowledge of the KOHA Library Management System, AACR2R cataloging rules, and Dewey Decimal Classification (for the library).

## Desired Qualifications

- Master's degree in Archaeology, Heritage Management, Information Management, Document Management, or Knowledge Management.
- Publications in high-impact specialized magazines related to one or more thematic areas linked to this position.
- Experience in museography, historical collections, and exhibitions.
- Experience raising funds for libraries and archives.
- Demonstrable expertise in transcriptions of unpublished documents.
- Knowledge of concepts, instruments, and regulatory frameworks on intellectual property.

## Interaction areas

- The selected professional will work directly with the staff in the Charles Darwin Research Station Library, Archive, and Museum areas.
- The selected professional will work directly with the Department of Sciences, Communication, Education, Executive Management, and IT.
- The selected professional will support visiting scientists and other professionals who require assistance.
- The selected professional will work with strategic partners.

## Activities and responsibilities

1. Improve the organization and access to and expand the CDF's bibliographic collections.
2. Continue with the CDF archive and museum collections' identification, organization, and digitization processes.
3. Work with other strategic areas, including communication, sciences, and IT, to promote the area and provide information when necessary.
4. Respond to and manage information requests from the public and researchers who request information from the library according to the Institutional Policy on Library Use, Management, and Archive policy.

5. Work closely with the Municipal Library to strengthen links and exchange of information, processes, etc.
6. Be responsible for archiving and managing the CDF's institutional memory (reports, etc., which are made annually), managing appropriate policies for this purpose.
7. Continue with the document management processes to expand and consolidate the "Galapagueana" Project.
8. Support for the CDF Traveling Libraries Program, which is managed by the Education and Community Outreach Program (ECO).
9. Consolidate the Archive area by designing and implementing an Archive Policy for the CDF.
10. Manage the architectural and environmental adaptation of the physical spaces of the Library, Archive, and Museum area (isolation of spaces, repairs, maintenance of environmental conditions, reorganization of collections, use of other spaces, etc.).

## Employment Conditions

This position reports directly to the Charles Darwin Foundation Science Director. The candidate selected will be based at the Charles Darwin Research Station in Puerto Ayora, Santa Cruz, Galapagos Islands, Ecuador. The candidate must faithfully comply with the rules of the Internal Regulations and CDF's Code of Ethics and perform field work strictly following the laws and regulations of the GNPD.

The salary benefits package and holidays are commensurate with Charles Darwin Foundation policies and will be determined according to the candidate's qualifications.

The working hours of the CDF are from 07:45 to 12:30 and from 14:00 to 17:15. Due to the nature of the position (fieldwork, unexpected activities), the person hired must be flexible.

The Human Resources department at CDF will oversee all residency papers related to the hiring process. Candidates must obtain the necessary legal documents in their country of origin. For foreigners, a work visa from the Ecuadorian government is needed.

## Restrictions

Please note that the Galapagos Government prohibits domestic pets from being brought into the Galapagos Islands.

## How to apply?

Those interested in this position should send the following by e-mail to [pro.seleccion@fcdarwin.org.ec](mailto:pro.seleccion@fcdarwin.org.ec)

- Up to date CV.
- A letter of interest (maximum two pages) describing his/her competencies according to the minimal requirements for this position.

- The names and emails of three professional references. Letters will only be requested if a candidate progresses past the initial interview.

Kindly send all application materials as one PDF document. If you have any questions, please do not hesitate to contact us at the email address.