

SEARCH PROFILE:

DEPUTY STATE LIBRARIAN & CHIEF OF
COLLECTIONS AND ARCHIVES



LIBRARY 
OF VIRGINIA

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The Library of Virginia, in Richmond, seeks applications and nominations for the position of Deputy State Librarian (and Chief of Collections and Archives (hereafter, Deputy). Reporting to the Librarian of Virginia, the Deputy serves as his principal library advisor and holds direct responsibility for overseeing the entire scope of the Library's vast collections and archives, in both print and digital form, including their acquisition, access, preservation, stewardship, and exhibition.

THE LIBRARY OF VIRGINIA

Founded in 1823, the Library of Virginia is the Commonwealth's official library and archives, preserving 400 years of Virginia's history, government, and people and making them accessible worldwide. The Library's collections, containing more than 134 million items, document and illustrate the lives of both famous Virginians and ordinary citizens. Our online resources draw nearly 2 million website visits per year, and our on-site records, exhibitions, and events bring in thousands of visitors annually.

BY THE NUMBERS:

- 444,500 square feet in our Richmond headquarters, including two climate-controlled archival floors preserving centuries of history
- 134 million items in our collections, from 17th-century founding documents to contemporary art and literature
- 55 miles of shelving housing Virginia's historical records and treasures
- 300+ public, academic, and K–12 libraries across the Commonwealth supported by the Library of Virginia

HIGHLIGHTS OF THE COLLECTION:

- George Mason's annotated Declaration of Rights
- Legislative petitions from enslaved and free Black Virginians
- The State Art Collection with over 400 paintings and sculptures
- Rare, historic maps documenting the evolution of Virginia's development
- Thousands of newspapers, photographs, letters and journals documenting the lives of everyday Virginians

For more about the Library please visit: <https://www.lva.virginia.gov>.



THE ROLE OF THE DEPUTY STATE LIBRARIAN & CHIEF OF COLLECTIONS AND ARCHIVES AND THE IDEAL CANDIDATE

The Deputy serves in a dual capacity both as the second-most senior leader in the Library of Virginia and also the head of the Collections and Archives division that is at the heart of the Library. The ideal candidate will bring a blend of executive leadership skills necessary to be a successful deputy to the [Librarian of Virginia](#), along with the expertise in collections and archives to enable a strategic revitalization in the division.

SERVING AS DEPUTY AND REPRESENTATIVE OF THE LIBRARY

The ideal candidate will possess the executive presence and senior administrative experience to serve in the Librarian of Virginia's absence. The Deputy will also serve as one of the Library's most visible representatives to the public, donors, and other state agencies and entities. That work will include delivering presentations to a variety of public audiences, leading tours of the Library's facilities and collections, and participating in the Library's important donor relations.

PARTICIPATING IN THE SENIOR LEADERSHIP TEAM

The next Deputy will also join a newly composed [Senior Leadership Team](#), which features a mix of longtime Library leaders as well as more recent additions. Other members of the Senior Leadership Team include the Chief Communications Officer, the Chief of Library Development, the Chief Operating Officer, the Chief of Researcher Engagement, and a Chief Technology Officer, each of whom reports to the Librarian of Virginia. This is a new organizational model and the ideal candidate will serve

as a collegial and contributive member of the Senior Leadership Team and take advantage of this unique opportunity to facilitate collaboration across the Library's functional areas.

COLLABORATIVELY SHAPING THE FUTURE OF THE LIBRARY

The Deputy will join the Library at an exciting time in its trajectory as it embarks on a renewed effort to serve the people of the Commonwealth of Virginia and beyond. Several highlights of the Library's recent strategic changes include the development and launch of a [new strategic plan](#), the expansion of the [State Records Center](#), and a building renovation, which is currently at the earliest stages of planning. This opportunity to join the leadership of the Library offers an exceptional chance for an energetic and entrepreneurial candidate to build and shape the future in terms of what the library offers and the way that the public interacts with the collection.

LEADING THE COLLECTIONS AND ARCHIVES

The Deputy will coordinate all Library activities in the areas of acquisition, bibliographic access, preservation and conservation, manuscripts and special collections, collection stewardship for print and electronic resources, publications, exhibitions, and state archives and government records. The ideal candidate will possess professional experience in collections and special collections as well as expertise in current best practices in areas including acquisitions, discovery and accessibility, and metadata and cataloging.

THE ROLE OF THE DEPUTY STATE LIBRARIAN & CHIEF OF COLLECTIONS AND ARCHIVES AND THE IDEAL CANDIDATE (CONT.)

LEADING IN A DYNAMIC ENVIRONMENT

The next Deputy will lead a division that is in the process of restructuring. Among the Deputy's first responsibilities will be to hire three new director-level positions: a Director of Manuscripts and Special Collections, a Director of Preservation, and a Director of Collection Stewardship. These three new directors will join the existing Director of Government Records Services/State Archivist to give the Deputy a total of four direct reports with fifty plus staff in their reporting lines. The ideal candidate will be able to build and develop department-level leadership to facilitate the communication of vision and empower the departments to proactively advance the Library's strategic plan.

UPDATING THE LIBRARY'S COLLECTION STRATEGY

The Deputy will be responsible for establishing a new collection strategy in collaboration with the State Librarian and the Library's staff that meets the present needs of the library's users while also maintaining compliance with the Code of Virginia's mandate to serve as the state archives. The collection was originally founded with the purpose

of being – and continues to be – the most well-regarded single source of materials related to Virginia's people and history. In recent years, the incoming volume has become larger than the current staff can support and a backlog of processing has accumulated. The ideal candidate for this position will be able to understand the changing needs of users, both in terms of access and the materials they desire, as well as possessing a forward-looking vision for the way that the physical and digital collections can interact and are made available.

FACILITATING COLLABORATION WITH OTHER AGENCIES AND ORGANIZATIONS

The next Deputy will have the opportunity to facilitate collaboration with other agencies and organizations. The ideal candidate will recognize that the Library of Virginia is a node in a network of research institutions that feature complementary collections and services and be able to pursue collaborative ventures with museums such as Colonial Williamsburg and the Virginia Museum of History & Culture, Virginia and regional and national research libraries, and national and international consortia.

QUALIFICATIONS

REQUIRED QUALIFICATIONS

- An advanced degree in library or information science or in an area relevant to the Library of Virginia's collections
- Progressively significant leadership experience suitable for appointment at the level of Deputy State Librarian, which should include administration/management and/or supervisory experience in a research library, museum, archive, or consortium.

PREFERRED QUALIFICATIONS

- Demonstrated experience in facilitating team communications with staff, external organizations, project partners, and other constituents
- Excellent oral and written communication skills, and experience dealing with the public
- Experience advocating for funding or participating in donor relations
- Successful team-building and motivating experience
- Experience in the implementation and execution of a strategic plan
- Experience in a public-facing role as a representative of a library, archive, or museum





APPLICATIONS AND NOMINATIONS

Academic Search is assisting the Library of Virginia in this search. Nominations and expressions of interest may be submitted in confidence to LVA Deputy@academicsearch.org. When submitting a nomination please include the nominee's name, position, institution and contact information.

Confidential conversations about this opportunity may be arranged by contacting Dr. Eric Richtmyer at eric.richtmyer@academicsearch.org or by phone at 202-263-7485.

Application Procedures: Applications should consist of 1) A cover letter, 2) a comprehensive vita or resume, and 3) names, addresses, phone numbers, and email addresses of 3 recent professional references. Please submit applications electronically to www.jobs.virginia.gov. No paper applications, faxes, or emails will be accepted.

The position is open until filled, but to assure full consideration, please submit applications by **Monday, October 20, 2025**.

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their AHP Letter (formerly COD) provided by the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Service-Connected Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their AHP Letter. Requesting an AHP Letter can be found at [AHP Letter](#) or by calling DARS at 800-552-5019.

Note: Applicants who received a Certificate of Disability from DARS or DBVI dated between April 1, 2022-February 29, 2024, can still use that COD as applicable documentation for the Alternative Hiring Process.

Each agency within the Commonwealth of Virginia is dedicated to recruiting, supporting, and maintaining a competent and diverse work force. Equal Opportunity Employer.

ABOUT ACADEMIC SEARCH

Academic Search is assisting Library of Virginia in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute.



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