



**Independent Publishing
Resource Center**

Open Position: *Director of Archives & Library Programs*

Current Need

The Independent Publishing Resource Center (IPRC) in Portland, Oregon seeks a fourth Co-Leader to take on the role of Director of Archives & Library Programs in Fall 2022. The person in this full-time exempt position reports to the Board of Directors, and joins three other Co-Directors, as well as a dedicated roster of volunteers and teaching artists.

About the IPRC

Since its inception in 1998, the IPRC has been dedicated to supporting the print and publishing community in Portland. We nurture collaboration, creativity, and community-building through access to shared print-studio space, educational programming, and community events for writers, artists, printmakers, organizers, and small publishers. Through our efforts to provide equitable access to tools and resources, we provide support for Portlanders to share the stories & causes closest to their hearts through the production of independently-published zines, prints, chapbooks, art books, and print ephemera. The IPRC exists to demystify print & publishing processes, and remove barriers to creative expression.

Institutional Context

After nearly 25 years in operation, the IPRC is evolving its Leadership Model to adopt a Staff Leadership Collective.

Following the departure of beloved former Executive Director Alison Pezanoski-Browne in September 2021, the IPRC has operated for the past year under the Interim Co-Directorship of Emmeline Eao and Harper Quinn. During this time, the Co-Directors, together with Studio Manager Jakelen Diaz, the Board of Directors, consultant Toni Tabora-Roberts, and community members have worked towards a leadership model founded in the IPRC Values of equity,

access, empowerment, collaboration, and creative expression. We believe that the IPRC is a more vibrant organization when all Staff Members are able to substantially contribute to multiple levels of the organization, including day to day operations, fundraising, and strategic planning.

After assessing the viability of shared governance and leadership practices, the Board unanimously voted in July 2022 to move forward with a Staff Leadership Collective, thereby adopting greater pay equity, and defining full time employment at 32 hours. In this pay structure, staff salaries are tiered according to tenure. With collective leadership, there is no hierarchy: power (decision-making) and responsibilities (tasks) are distributed among the team; each Co-Leader will have a unique programmatic focus while fundraising and administrative tasks will be shared. The Co-Directors work in partnership and mutual support with the Board of Directors for governance and accountability. A culture of learning is central to the IPRC's ethos, and this model will continue to emerge and evolve, based on professional development & creative opportunities, and the needs of the Co-Directors & IPRC Community.

Along with this historic change in leadership model, the IPRC Staff and Board are excited to announce the search for a Director of Archives & Library Programs to join the current leadership team: Director of Membership & Community Outreach (Emmeline Eao), Program Director (Harper Quinn), and Director of Studio Operations (Jakelen Diaz).

Compensation

This is a full-time position at 32 hours/week and \$21/hr to start, with the opportunity to grow with the organization and participate in the creation of the FY 2023 Budget.

Benefits include PTO, flexible work hours, and health & dental insurance. IPRC staff have full access to the studio facilities as well as workshops and learning opportunities.

Position Overview

Established at the IPRC's inception in 1998, the IPRC's Zine Library is one of the largest of its kind in the country, and regularly draws visitors from across the state, country and even internationally. The library contains over 15,000 zines, as well as art books, chapbooks, small press publications, and reference materials, covering dozens of genres & subject

matter. While this role is new to the IPRC, the Library has formerly been overseen and managed by Volunteer Librarians, with the last Volunteer Librarian serving until 2016. With zines and independently made publications enjoying a resurgence in popularity & relevance in light of recent social justice movements and the ongoing public health crisis, this new role symbolizes the IPRC's commitment and strategic investment in the future of this historic resource.

The Director of Archives & Library Programs will be responsible for the stewardship of the library; and making the Library Program one that is dynamic, responsive, inclusive and relevant to our diverse community.

The IPRC has a history of being a predominantly white organization and while that has changed over the past 5 years, we recognize the critical need to prioritize racial equity in our policies, organizational culture, and programs, including the library program. Zines have historically been inseparable from social justice movements, and a successful candidate will be knowledgeable about the radical history of zines, and passionate about centering BIPOC creators and other marginalized identities in the IPRC's Library Collection & Programming.

Lastly, a successful candidate will also expand the scope of what is considered archival in a way that reflects the contemporary landscape of independently produced materials, including zines as well as art books, chapbooks, small press publications, and organizational archival materials.

PRIMARY DUTIES & RESPONSIBILITIES

Library Programs Oversight:

The Library & Archives Co-Director will take primary ownership and responsibility of the IPRC's Zine Library and the IPRC's archives materials, identifying areas for growth and engagement, and collaborating with the Leadership Collective to more fully integrate the Library with existing and emergent programming.

- Zine Library Management & Cataloging
 - Identify a database, develop, perform, and manage cataloging of the existing library materials and new acquisitions
 - Assist IPRC members who are accessing or browsing the library during IPRC Library Open Hours
 - Assist visitors to the library, by providing guided tours, or training library volunteers to give tours, and coordinating

- appointments
 - Develop a plan for ongoing acquisitions, including purchasing, submissions, and donations
- Diversity, Equity, and Inclusivity Initiatives
 - Collaborate with Co-Directors in developing and implementing programs, trainings, and workshops that center BIPOC
 - Collaborate with Leadership Team to make the IPRC a more accessible, welcoming space. This includes but is not limited to signage in other languages, ADA compliance and upgrades, digital accessibility, and gender inclusive signage and communication
- Exhibits and Events
 - Curation of zine library exhibits from existing collection and acquisition of new zines + publications
 - Activation of the zine library and collection for public facing events such as displays, exhibits, artist talks and lectures, and workshops
- Volunteer management
 - Develop handbook and procedures for IPRC's Library & Archives
 - Onboard, train, and coordinate library volunteers
- Outreach & Educational Programs
 - Develop workshop opportunities and curriculum pertaining to zines, the zine library, and archive-able materials
 - Facilitate zine workshops at the IPRC and train outreach instructors and develop zine-making curriculum
 - Develop meaningful relationships with partner organizations and coordinate offsite zine workshop events

Development Responsibilities:

In the Leadership Collective, Development & Fundraising responsibilities are shared. These shared responsibilities are highly collaborative, and will be emergent. Fundraising responsibilities may include:

- Grant Writing & Reporting
 - Write and report on programmatic grants for the library and archives
 - Contribute to General Operating Support proposals and reports
- Membership & Member Relations
 - Assist Membership & Community Outreach Director with CRM management
 - Assist Membership & Community Outreach Director to develop membership drives and fundraising events

- Donor Development Opportunities & Communications
 - Manage existing individual and major donor relationships and cultivate new donors at all levels; research new public and private donor opportunities and events, especially as they relate to opportunities to engage with the library
 - Engage in ongoing development of long-term, strategic, community partnerships with public and private organizations and corporations
 - Collaborate with Co-Leaders to plan and implement fundraising activities through quarterly and annual giving campaigns, including the annual Give!Guide Campaign, as well as special/co-sponsored events and campaigns
 - Contribute to communications, including newsletters, instagram, facebook and other written and visual communications

Administrative Responsibilities:

Administrative tasks will be shared by all four members of the Leadership Collective. Primary Administrative roles & responsibilities include:

- Work with Co-Leaders and Treasurer to set annual budget
- Report on programming and development updates at monthly Board Meetings
- Work with Leadership Team to develop systems and processes for emerging / emergent Shared Leadership Practices
- Work with Leadership team to contribute to administrative tasks including but not limited to:
 - Monthly financial reporting to Accountants and Tax Preparation Consultants
 - HR Support and Creation of Operational Manuals
 - Monthly utility, insurance, and other bills
 - Payroll, and AR & AP
- Staff the front desk during studio appointment hours 1-2 days a week

CANDIDATE SKILLS AND EXPERIENCE

Preferred Competencies

- Knowledge of best practices for the cataloging and organization of library collections
- Experience with Neon CRM or other constituent relationship management (CRM) systems
- Experience with grant-writing: writing grant proposals, implementing proposed projects, and reporting to funders
- Experience with newsletters, social media and other written & visual communications
- Budget development, accounting
- Microsoft Office, Google Suite, Adobe Suite
- Proven successful history in working with diverse communities and

developing strategic, inclusive partnerships

- Ability to work collaboratively and build consensus; diplomacy; advocacy
- Authentic/transparent communication skills
- Proven leadership acumen and demonstrable ability to handle pressure
- Passion for the arts and social justice
- Enthusiasm for the DIY ethos, zines, and independent publishing

Education

Any of the following will be considered:

- Master in Library Science
- Bachelor's or Graduate Degree in nonprofit management, fine arts, or related areas
- Demonstrated relevant education, work experience, or community engagement related to position education

Work

- Two to five years in library setting
- Two to five years in progressively responsible nonprofit management role(s)
- Demonstrated success in significant fundraising, facilitating events and educational programming

Industry / Climate Knowledge

- Familiarity with Portland's zine, literary, arts, social justice, and nonprofit communities
- Experience working with and understanding nonprofit/volunteer boards
- Understanding and ability to develop and work within budgets
- Ability to self-start and engage with multiple stakeholder individuals, organizations, and funding bodies in Portland and the PNW

COVID Guidelines & Hybrid Work Conditions:

In an effort to keep the IPRC community safe through the ongoing pandemic, we ask that all staff members, volunteers, workshop participants, members, and visitors wear masks in the space, and provide proof of full vaccination against COVID-19, including a booster if it has been five or more months since receiving the second dose of the Pfizer or Moderna vaccines, or 2 or more months since receiving the J&J vaccine.

Since 2020 the IPRC has operated by appointment-only, and until recently the Volunteer Program has been on hiatus. IPRC Staff Members continue to staff the front desk, and are expected to work in the office 1-3 days a week. Staff Members are able to work from home 1-2 days per week. The IPRC's hybrid model will continue to be responsive to the needs of the community and staff collective.

We will continue to update these guidelines and work models based on science and the comfort of staff and community members amidst the changing Covid landscape.

To Apply

After carefully reviewing this position description please email the following materials to info@iprc.org:

- Cover letter relating how your experience and interests align with this role and IPRC's leadership model
- Résumé/CV
- Writing Sample: 1-2 page writing sample relevant to the position, such as excerpts from grant proposals, workshop program descriptions, marketing materials, annual reports, and/or newsletters
- Optional: examples of art, writing, zines, or published &/or self-published work

Interested applicants are invited to visit the IPRC to get a better feel for who we are and what we do by scheduling an appointment [here](#)

Hiring Timeline:

- Applications Due by: September 28th, 2022
- Interviews: October 2022
- Onboarding and Start Date: mid to late October, or early November, depending on availability

IPRC Facility & Environment

The IPRC is comprised of two adjacent suites at 318 SE Main Street. Our Main Print Shop in Suite 155 includes a Computer Lab, digital copiers & work tables, letterpress, screenprinting & risograph studios, and a small publishing tool library that includes staplers, a variety of binding machines, bookarts tools, button makers, and stack cutters. Our Classroom, Library & Staff Offices are located in Suite 145. Examples of monthly programs include introductory letterpress, risograph, screenprinting, bookarts, graphic design and creative writing workshops, as well as Community Nights (Collage Night, Poetry Practice Space and PDXCC). Programs that take place annually include the Portfolio Program, a year-long creative writing, print & publishing program, Show:Tell Youth Camps in the summer, and re/source residency, the IPRC's BIPOC Artist in Residence program.

The center is currently open by appointment to members on Mondays, Tuesdays, and Thursday through Saturday 12-6pm, with additional evening hours on Tuesdays, Wednesdays and Thursdays. The event space is available

for events such as readings and book release parties on weekends after 7pm.

Stolen Land Acknowledgment:

The IPRC is located on the rightful homelands of the Chinook, Multnomah, Kalapuya, Clackamas, and many other regional tribes who live here and who have always lived here.

AAP/EEO Statement:

The IPRC supports and celebrates diversity within our team. We provide equal employment opportunities to all regardless of race, color, religion, gender identity, gender expression, veteran status, national origin, age, disability, sex, sexual orientation, or any other non merit characteristics. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, compensation, promotion, termination, and leave of absence.

ADA Statement:

The IPRC is committed to providing reasonable accommodations to enable individuals with mental and physical disabilities to perform essential job functions. If you are in need of accommodations during any part of the employment process please email info@iprc.org with your request.