

Director, Richard Nixon Presidential Library and Museum, Yorba Linda, California

The National Archives and Records Administration (NARA) invites applications for the position of Director, Richard Nixon Presidential Library and Museum. The Richard Nixon Presidential Library and Museum, one of thirteen Presidential Libraries administered by the National Archives and Records Administration, is located in Yorba Linda, California. A small audio-visual staff is located at the National Archives in College Park, Maryland. The Nixon Library and Museum has a special mandate to preserve and make available the papers, records, and other historical materials of our 37th President. Current holdings include 80 million pages of memos, letters, meeting notes, reports, and other documents that chronicle U.S. domestic issues, foreign relations and political affairs during the presidency of Richard Nixon. The Library collections also include over 27,000 objects and half a million audiovisual items (including photographs, videotapes of news broadcasts, audiotapes of speeches and press briefings, film of public events, and televised campaign commercials) that bring the Nixon presidency to life in vivid detail. Through the public Museum, Nixon's life and presidency are documented through a series of exhibits and programs that are designed to stimulate learning, reflection, and a sense of democratic citizenship among the thousands of students, scholars, government officials, journalists, and others who visit the Richard Nixon Library and Museum each year.

The Director of the Richard Nixon Presidential Library and Museum plans, directs, and administers all programs and activities of the library, including archival, museum, public and educational programs. The Director maintains close working relationships with the former President's family and the Richard Nixon Foundation; develops cooperative relationships and partnership ventures with academic and other institutions in support of the library's mission and goals; and conducts extensive public relations and fundraising activities in support of the library and museum. The Director will travel to the Archives II location of the Nixon Library staff on a quarterly basis.

This position is an excepted service Senior Level (SL) appointment within the Federal Government and serves at the pleasure of the Archivist of the United States. The salary range for the position is \$119,554.00 – \$165,300.00. Detailed information about NARA and the national Presidential Library System is available at www.archives.gov. This announcement will remain open until February 29, 2012.

Requirements:

- Extensive experience directing a historical, archival, cultural, philanthropic, educational, or governmental institution.
- Demonstrated success in building public-private or other coalitions and partnerships to advance the programs and missions of a public or private institution.
- Demonstrated ability to lead and to create a dynamic working environment.
- Demonstrated ability to work in a large, complex organization.
- Exceptional communication skills.
- Interest and understanding of events and issues of the 20th Century sufficient to contribute appropriate historical perspective and intellectual leadership to the work of the Nixon Library and Museum and its presentation to the public.
- U.S. citizenship is required for this position.

To Apply:

Applicants should submit a resume and a statement addressing how their qualifications and experience relate to the requirements outlined above to the following address:

Office of Presidential Libraries (LP) – Room 2200F
National Archives and Records Administration
8601 Adelphi Road
College Park, MD20740-6001
Phone: 301-837-3250
Fax: 301-837-3199
Email: [Director.Application@nara.gov]