Midwest Archives Conference Session,
"Archivists in Charge: Managing Your Shop at All Levels"
– Friday, April 19, 2013 - Indianapolis

Welcome to our session, "Archivists in Charge: Managing Your Shop at All Levels"! We'll be talking about what each of us as archivists has to do on a daily – in some respect – that is: manage people. From those of us in large shops even (yes – even!) of us (myself included) in small and lone arranger shops, we must supervise people at various levels in different institutional hierarchies. Our presenters will discuss just how they manage people at different types of archival institutions and bring varying levels of experience to that role.

Rebecca Goldman is the Media and Digital Services Librarian at Connelly Library at La Salle University in Philadelphia and the author of the archives webcomic *Derangement and Description*. She speaks as a new manager, supervising various staff members who have varied skill and expertise.

Jennie Thomas is the Head Archivist at the Rock and Roll Hall of Fame Library and Archives in Cleveland. She has worked in both academic and museum archives, and has several years of supervising archivists, paraprofessionals, students at both the graduate and undergraduate levels.

Helmut Knies is the Collection Development Archivist at the Wisconsin Historical Society Library & Archives. He has many years of supervisory experience with workers of various levels – from fellow archivists to professional staff to paraprofessional archivists.

Without any further ado, I'll let our panelists loose. At the end of the session, we'll leave time for a discussion with you, the audience to discuss management skills and skill building.

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Potential Discussion Questions
(maybe we could also solicit questions from the audience on scraps of paper before the presentations start? Some attendees may feel more comfortable asking anonymously)

- how do new professionals, and new managers, develop managerial skills?
- What should library school students be learning about management? (And, which of these skills are better learned on the job?)
    - Project management?
    - Maneuvering within bureaucracies?
    - How to hire the right people?
    - The differences between how corporate, academic, museum, non-profit, etc. archives operate, and how to find the best fit for yourself?
- Leadership vs. management -- what's the difference? Is there a difference? Should there be a difference?

- What makes a good leader?
- What role do you feel empathy has in management?
- What are some strategies for managing departments/orgs in transition? (increasing technology, new staff/loss of staff, changes in dept/org/staff roles)
- What types of manager skills ought to be cultivated by a lone arranger? How might these be different than - or the same - as any management skills that we've been taught in our archival training?
- What role might communication play in management? And - perhaps communication of different levels and kinds, depending on the situation at hand?

These are all on the last slide of Rebecca's presentation:

- Whose responsibility is it to ensure that archivists learn management skills?
- What can you learn about management in a classroom vs. on-the-job?
- What's the job search experience like for supervisory archives positions?
- How can managers support new archivists and prepare them for future managerial roles?
- How can we create safe spaces for talking about management-related issues?