

**Western University, Continuing Appointment
Head, Archives and Special Collections
Western Libraries**

Western Libraries invites applications for a strategic, collaborative, and innovative leader for an up to 5-year term (renewable) as Head, Archives and Special Collections.

About Archives and Special Collections

Archives and Special Collections (ASC) within Western Libraries acquires, manages, and provides access to internationally recognized fonds and collections including the Serge A. Sauer Map Collection, the James Alexander and Ellen Rea Benson Special Collections, several signature archival fonds including the Labatt Brewing Company Collection and the Gustav Mahler-Alfred Rosé Collection, as well as extensive local history archives and University archives. Fonds and collections are comprised of various formats including rare books, music scores, maps, comic books, audio-visual materials, digital and born digital records, photographs/photographic negatives, and extensive textual records.

The ASC team delivers teaching and learning, collections management, discovery and access, research support, preservation, digitization, outreach, web archiving and scanning on demand, and it supports records management services for the University. ASC currently manages two public service points: the Archives and Research Collections Centre (ARCC) Reading Room and the Map and Data Centre (MDC). ASC supports research by faculty members, undergraduate and graduate students, and external researchers; delivers primary source instruction; and preserves the institutional memory of Western University. ASC also engages with and welcomes use of archives and special collections by members of the local London and broader communities.

About the Role of Head, Archives and Special Collections

The Head, ASC, provides strategic and operational leadership, supervision, and mentoring to a team currently composed of five Archivists, three Librarians, four Archives Assistants, and several student positions (Student Library Assistants, co-op students, etc.). The position will temporarily report to the Vice-Provost and Chief Librarian during a search for permanent Associate Chief Librarians in 2025-26, one of whom will assume administrative responsibility for ASC.

The Head is a member of Western Libraries' Management Committee, collaborating with other leaders to provide integrated, user-centred services that support research, teaching excellence, and student learning. This is achieved through open, constructive communication, staff engagement, shared accountability, and a sense of common purpose.

The Head will have a demonstrated, sustained record of achievement in professional practice and academic activity, and a satisfactory record of service to meet the standards for Continuing Appointment at the rank of Associate Librarian/Archivist as set out in the UWOFA-LA collective agreement.

About Western

Since 1878, Western University has been committed to serving our communities through the pursuit of academic excellence and by providing students, faculty, and community members with life-long opportunities for intellectual, social, and cultural growth. We seek excellent students, faculty, and staff to join us in what has become known as the "Western Experience" – an opportunity to contribute to a better world through the development of new knowledge, new abilities, new connections, and new ways to make a difference.

Responsibilities

- Contribute to the development of Western Libraries' strategic and operational plans, aligning these plans with University goals.
- Provide vision and manage an effective team through planning, leadership, assessment, and delegation.
- Administer services, collections, and programs in Archives and Special Collections, including, but not limited to, access, public services, digitization, records management, web-archiving, and digital preservation.
- Support ASC team members by establishing work priorities, providing guidance and direction, monitoring and evaluating performance, and coaching.
- Work with the Vice-Provost and Chief Librarian and University Advancement to coordinate and oversee advancement and donor relations activities including monetary appraisals, tax receipts, and stewardship and outreach.
- Collaborate with other Western Libraries leaders and Affiliated University College leaders as a part of Management Committee to set priorities, plan, and develop services across organizational functions.
- Communicate with Western Libraries leadership, managers, staff, and users about significant developments and projects in a timely manner.

- Represent Archives and Special Collections, Western Libraries, and the University in outreach and community engagement activities with faculty, staff, students, donors, researchers, and the wider community.
- Build and sustain relationships between ASC and members of the campus and broader communities.
- Contribute to operational duties associated with the work of ASC as time allows. May participate directly in projects.
- Work collaboratively with the Manager, Facilities and Storage Services, to plan and coordinate services, including space management, disaster preparedness plans, and ensure they function effectively, efficiently and safely.

Qualifications

Required

- A Master's degree in archival studies, or a Master's degree with an archival studies specialization, or a Master's degree in another discipline combined with relevant experience as an Archivist, or a Master's degree in library and information science or equivalent from an ALA accredited institution, or a PhD degree in library and information science or archival studies or equivalent degree.
- Five years of professional experience in an area covered by Archives and Special Collections, including a minimum of three years of experience in staff management and development.
- Demonstrated ability to lead and manage a team of Archivists, Librarians, and staff, preferably in a unionized environment, with a collaborative, collegial, and open approach.
- Experience managing service delivery and operations in archives and/or special collections setting.
- Experience in articulating vision and goals, managing multiple projects; and developing services in an archives and/or special collections setting
- Outstanding communication, collaboration, conflict resolution, problem-solving, and interpersonal skills.
- Ability to develop relationships across Western Libraries and Western University as well as with stakeholders and partners in the local, provincial, national, and international communities.
- Demonstrated commitment to equity, diversity, inclusion, and accessibility of services or work environment.

Preferred

- Experience with grant writing, gifts-in-kind, and donor stewardship as well as with applying CCPERB and cultural property designation and monetary appraisals.

- Experience using various metadata and descriptive standards including Rules for Archival Description as well as records management standards and privacy legislation, including FIPPA and PHIPPA.

Environment

Western Libraries, one of Canada's leading research libraries, is committed to excellence: anticipating information and service needs related to the University's goals for research and scholarship, teaching and learning, and service to our university community and key partners. Our strategic plan for 2022-2028, [Forward Together](#), aligns with the University's strategic plan, [Towards Western at 150](#), which has three main themes: Greater Impact; People, Community, and Culture; and Western's Place in the World. In 2024, Western released its [Equity, Diversity, Inclusion, Decolonization and Accessibility \(EDIDA\) Strategic Plan: Advancing Inclusive Excellence](#), the first collaborative roadmap to building a more inclusive Western community and campus.

Western Libraries is a member of the Ontario Council of University Libraries (OCUL), the Canadian Association of Research Libraries (CARL), the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), the Canadian Research Knowledge Network (CRKN), and a partner in the OCUL Collaborative Futures Project. Recognized for the quality of its staff, the access and services provided, and its outstanding print and digital collections, Western Libraries supports the University's mission to create, disseminate, and apply knowledge for the benefit of society through excellence in teaching, research, and scholarship.

Librarians and Archivists at Western are Members of the Librarians and Archivists Bargaining Unit represented by The University of Western Ontario Faculty Association. Librarians and Archivists have responsibilities related to Professional Practice, Academic Activity, and Service to the academy and profession. Terms and conditions of employment, including salary and benefits, are governed by the Librarians and Archivists Collective Agreement. Rank and salary will be commensurate with qualifications and experience. The 2025-26 annual salary minimum for each rank is as follows: Associate Librarian/Archivist \$85,007; Senior Librarian/Archivist \$102,079. The term of office as Head is up to five years (renewable). In addition to the salary, the Head position carries an annual administrative stipend. Western offers a comprehensive benefit package including, but not limited to, extended health, dental, vision and pension.

Learn more about [Western University](#)

Learn more about [Western Libraries](#)

Learn more about the [Librarians and Archivists Collective Agreement](#)

Learn more about the [University of Western Ontario Faculty Association](#)

Application Procedure

This position has an anticipated start date of September 1, 2025 (negotiable). Applicants invited for an interview will be asked to make a presentation to members of the Western Libraries community. Applicants are required to submit the Application for Full-Time Librarian or Archivist Position form, a covering letter, a curriculum vitae, and the names and contact information for three professional references, in electronic format by July 4, 2025, 11:59 PM (Eastern) to:

Office of the Vice-Provost and Chief Librarian
Western University
Email: libarc@uwo.ca

Only applications received by email will be considered.
Please submit your application package as a single electronic file (MS Word or pdf).
Please quote in the subject line reference #:2025ASCHEAD

Please ensure that the form available at <https://www.uwo.ca/facultyrelations/careers/full-time-application-lib-archs-new.pdf> is completed and included in your application submission.

Business Address

Western University, 1151 Richmond Street N., London, ON N6A 5B8

Positions are subject to budget approval. Applicants should have fluent written and oral communication skills in English. The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups, Indigenous peoples, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact libarc@uwo.ca

Posted on the Faculty Relations website on May 27, 2025.