Western University
Archivist
Probationary or Continuing Appointment

Western Libraries
Archives and Special Collections

Role Description

Western Libraries seeks an innovative, enthusiastic, service-oriented individual for the position of Archivist in Archives and Special Collections (ASC). This appointment, which will be filled as a Probationary or Continuing Appointment depending on the experience of the successful candidate, is available beginning on or about January 1, 2022, and will be filled at a rank and salary commensurate with the successful candidate’s experience. Reporting to the Head, Archives and Special Collections, and working as a member of the Archives and Special Collections Team, the Archivist will be responsible for providing the full range of archival services to Western Libraries users. The Archivist will also support the ongoing development and implementation of the Team’s strategies, policies and procedures in collections management and public service, and, as appropriate, participate in specific projects and initiatives, such as those designed to improve access or support digital preservation.

The Archivist will be primarily responsible for acquisition and appraisal, arrangement and description, preservation, reference services, and research support, and instruction associated with assigned fonds and collections. The Archivist will assess and selectively build archival holdings, supporting both existing areas of strength and new and developing areas of research and graduate study. The Archivist will also help increase access to archival holdings through improved physical and intellectual control, arrangement and description, and setting priorities for digitization. The Archivist will support faculty, staff, undergraduate and graduate students, visiting academics, and members of the general community conducting research using archival sources. This support will be accomplished through reference service, advanced research consultation, and formal and informal instruction.

Qualifications and experience

Required:

- Master’s degree in Archival Studies, or a Master’s degree with an archival studies specialization, or a Master’s degree combined with relevant experience as an Archivist with a minimum of two years of professional experience preferably in an academic archives setting.
- Experience with various types of fonds and collections including those originating with large organizations or institutions.
- Experience with acquisition and appraisal of archives through analysis or implementation of retention schedules or other means of internal transfer, and/or donor negotiation processes.
- Experience with arrangement and description of personal and/or organizational records in accordance with the Rules for Archival Description (RAD).
- Experience with provision of reference and research services; instruction on the use of archival resources.
- Practical experience in applying preservation best practices to archives and special collections.
- Experience with use of archives management software.
- Initiative and outstanding communication, presentation, instruction and interpersonal skills.
- Excellent critical thinking and analytical skills.
- Resourcefulness, innovation, and flexibility.
- Ability to function effectively independently and as a team member.
- Ability to manage multiple tasks and competing priorities; and
• ability to work collaboratively and collegially with Archivist and Librarian colleagues and other staff within Archives and Special Collections and Western Libraries as a whole.
• Ability to apply the principles of diversity, equity, and inclusion

Preferred:
• advanced knowledge of preservation principles and practices;
• experience with web archiving (e.g., Archive-It) software; and
• experience in business fonds and collections.

Environment

The Archives and Special Collections Team is committed to acquiring, preserving and providing access to select rare and unique special collections and archives, in all media formats, in order to support the teaching and research missions of the University. It also supports the operations of the University by ensuring that University records of enduring value are preserved. While the primary focus is on facilitating advanced research by graduate students, faculty members, and external scholars, as well as documenting the history of the University, it also engages with and welcomes use of the rare and unique holdings by members of the broader heritage community.

The Archives and Special Collections Team includes everyone directly involved in providing services or developing and maintaining archives, rare books, maps, and other types of special collections, as well as supporting digitization, digital preservation, and University records management.

Archivists at Western are Members of the Librarians and Archivists Bargaining Unit represented by The University of Western Ontario Faculty Association. The Librarians and Archivists Collective Agreement governs terms and conditions of employment. Librarians and Archivists have academic status and their responsibilities are a combination of professional practice, academic activity, and service (all as defined in the Collective Agreement). Western offers a comprehensive benefit package including but not limited to extended health, dental, vision and pension.

Western Libraries, one of Canada’s leading research libraries, is a member of the Ontario Council of University Libraries, the Canadian Association of Research Libraries, the Association of Research Libraries, the Center for Research Libraries, the Canadian Research Knowledge Network, and the Archives Association of Ontario. Recognized for the quality of its staff, the access and services provided, and its outstanding collections (eleven million items in print and digital formats), 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.

Learn more about Archives and Special Collections
Learn more about Western Libraries
Learn more about Western University
Learn more about the Librarians and Archivists Collective Agreement
Learn more about the University of Western Ontario Faculty Association

Application Procedures

Applicants are required to submit a covering letter, a curriculum vitae, and the names and contact information for three professional references, by December 15, 11:59 PM (EDT) to:

Office of the Vice-Provost & 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 #: ARCHLIB01_2021

Please ensure that the form available at: 
http://www.uwo.ca/facultyrelations/pdf/full-time-application-lib-archs.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/visible minorities, Aboriginal persons, 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

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