Western Libraries

Western University Archivist
Probationary or Continuing Appointment

Western Archives
Western Libraries

Role Description

Western Libraries seeks an innovative, enthusiastic, service-oriented individual for the position of Archivist in Western Archives. 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 April 1, 2018, and will be filled at a rank and salary commensurate with the successful candidate’s experience. Reporting to the University Archivist, 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 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 initial reference service, advanced research consultation, and formal and informal instruction.

Western Libraries is currently undertaking an exciting organizational renewal process that will, when implemented by the fall of 2018, transform its services, collections, facilities, and organizational culture to ensure it continues to make a significant contribution to Western’s strategic, academic, and research priorities. As the transformation unfolds, changes and opportunities will lead to the modification of roles and responsibilities across Western Libraries, to varying degrees. Some of the functions and accountabilities of Archivists may change and it is anticipated that their work will be increasingly integrated with that of the core functions of the rest of Western Libraries.

Qualifications
The Archivist must have demonstrated 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;
- arrangement and description of personal and/or organizational records in accordance with the Rules for Archival Description (RAD);
- provision of reference and research services; instruction on the use of archival resources;
- basic preservation; and
- use of archives management software.
The Archivist must:

- demonstrate initiative and possess outstanding communication, presentation, instruction and interpersonal skills;
- employ excellent critical thinking and analytical skills;
- exhibit resourcefulness, innovation, and flexibility;
- be able to function effectively independently and as a team member;
- be able to manage multiple tasks and competing priorities; and
- work collaboratively and collegially with Archivist and Librarian colleagues and other staff within Western Archives and Western Libraries as a whole.

Candidates must have a 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, is an asset.

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 move to the new organizational model will be in place by September 2018, by which time the planned complement of the Archives and Special Collections Team will be 13 positions, comprising eight Archivists and Librarians (including this position) and five Archives Assistants. Archival services are provided from the Archives and Research Collections Centre (ARCC). A purpose-built facility that officially opened in 2004, the ARCC contains Western’s archival holdings (university records and privately donated archives) as well as The James Alexander and Ellen Rea Benson Special Collections, composed primarily of rare books. The ARCC also acts as a records centre that supports the administrative needs of the University and as a book depository for low and medium use items transferred from other Western libraries. It is one of eight physical service locations within Western Libraries.

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). The 2017/18 annual salary minimum floor for each rank is as follows: Senior Archivist - $90,187; Associate Archivist - $75,104; Assistant Archivist - $64,868; General Archivist - $58,943. 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 Western Archives
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 15 January 2018, 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_2018

Please ensure that the form available at:
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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