



Head, Archives and Special Collections at the rank of Associate or Senior Archivist Western University

Location: London, Ontario

Department: Western Libraries

Western Libraries invites applications for a strategic, collaborative, and innovative archivist at the rank of Associate or Senior Archivist to serve in the leadership role of Head, Archives and Special Collections for a term of up to five (5) years (renewable). This is a compelling and exciting opportunity to lead the re-imagining of Archives and Special Collections at Western Libraries. With one of the largest rare book and archival collections in Canada, including strengths in Canadian history and exploration, English, American, and Canadian literature, the history of science and medicine, business, art and music, built heritage, and significant Black history collections and Indigenous materials, the successful candidate will play a pivotal role in elevating the visibility, impact, and future direction of these exceptional holdings and in leading a skilled team of archivists, librarians, and staff.

About Western University

Western University delivers an academic experience second to none. Western challenges the best and brightest faculty, librarians, archivists, staff and students to commit to the highest global standards. Our research excellence expands knowledge and drives discovery with real-world application. Western attracts individuals with a broad worldview, seeking to study, influence and lead in the international community. Since 1878, The Western Experience has combined academic excellence with life-long opportunities for intellectual, social and cultural growth in order to better serve our communities.

With annual research funding exceeding \$300 million, and an international reputation for success, Western ranks as one of Canada's top research-intensive universities. Our research excellence expands knowledge and drives discovery with real-world application. Western also provides an exceptional employment experience, offering competitive salaries, a wide range of employment opportunities and one of Canada's most beautiful campuses.

About Western Libraries

Through our collections, services, and staff, Western Libraries enables research, teaching, and learning that have the power to change the world. As the academic commons of Western University, we provide the library and archival expertise and infrastructure required to cultivate and mobilize knowledge and accelerate excellence. Our Strategic Directions 2026-2028 provide priorities for the last two years of our strategic plan, Forward Together 2022-2028. Together, they support the three themes of Western's strategic plan, Towards Western at 150: Greater Impact, People, Community, and Culture; and Western's Place in the World.

Western Libraries is deeply committed to equity, diversity, inclusion, decolonization, and accessibility. This includes building and providing access to collections that promote a diversity of voices and experiences, creating services that meet students and scholars where they are, and ensuring that our staff have opportunities for learning and growth.

One of Canada's leading research libraries, we are a member of the Ontario Council of University Libraries (OCUL), the Canadian Association of Research Libraries (CARL), the Association of Research Libraries (ARL), the Canadian Research Knowledge Network (CRKN), the Center for

Research Libraries (CRL), and a proud partner in the OCUL Collaborative Futures Project. We also have relationships with ORCID, Hathi Trust, the Digital Research Alliance of Canada, SPARC, the Digital Preservation Coalition, the Library Publishing Coalition, and more.

About Archives and Special Collections

As one of Canada's largest and most diverse collections of unique and rare materials, Archives and Special Collections (ASC) within Western Libraries acquires, stewards, and provides access to internationally recognized fonds and collections. These include 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; and extensive local history archives and University records. Fonds and collections are comprised of diverse formats including rare books, music scores, maps, comic books, audio-visual materials, digital and born digital records, photographs/photographic negatives, architectural drawings, 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 manages a service point in the Archives and Research Collections Centre (ARCC) Reading Room.

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, six Archives Assistants, and several student positions (Student Library Assistants, co-op students, etc.). The position will report to an Associate University Librarian.

The Head is a member of the Library Leadership Team, collaborating with other leaders to provide integrated, user-centered 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.

In 2026, Western Libraries assumed responsibility for the Pride Library. Founded in 1997, the Pride Library was the first LGBTQ+ research centre recognized at a Canadian university. In addition to its circulating collection, the Pride Library holds rich special collections including pulp novels, serials, zines, ephemera, and archival fonds that document queer life in London and beyond. Working with colleagues from ASC and other parts of the library system, the Head will play a role in ensuring that Pride Library special collections are appropriately stewarded and accessible to researchers and scholars.

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 Archivist as set out in the [UWOFA-LA collective agreement](#).

Key Responsibilities:

- Contribute to the development of Western Libraries' strategic and operational plans, aligning these plans with University goals.
- Provide vision and manage the Archives and Special Collections 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 & University 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 the Library Leadership Team 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 across campus and the broader community, championing innovative collaborations that connect ASC with teaching, research, and community initiatives.
- Contribute to operational duties associated with the work of ASC as time allows. May participate directly in projects.
- Work collaboratively with the Director of Operations, 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 combined with relevant experience as an Archivist, or a PhD degree in 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 people management, with a strong track record of supervising and developing staff.
- Demonstrated ability to lead and manage a dynamic and professionally diverse team, 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.

Additional Details:

- Please note that this posting is for an existing position with Western Libraries.
- 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.
- Salary Range: \$80,000-130,000
- 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.
- The term of office as Head is up to five years (renewable).
- The Head is expected to work on-site to provide staff supervision and support and to ensure operational continuity.

How to Apply

If you are interested in this opportunity, contact Mark Gillis, Partner, at mgillis@kbrs.ca or Lauren Wright, Consultant, at lwright@kbrs.ca, or submit your application online at: <https://meridiarecruitment.ca/Career/1780337179022000008scl>

In your application, please include a cover letter, a curriculum vitae, the names and contact information for three professional references, and the completed full-time application form at: <http://www.uwo.ca/facultyrelations/pdf/full-time-application-lib-archs.pdf>

This position is an existing vacancy.

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.

Western, like many postsecondary institutions in Canada, is moving beyond sole reliance upon Indigenous self-identification in its hiring processes. This is to safeguard against the use of incorrect, incomplete, or misleading information in circumstances in which a candidate has made a declaration of Indigenous citizenship or membership. Candidates who are invited for an interview or who are short-listed, and who have made a declaration of Indigenous citizenship or membership for material advantage at Western, including where required or preferred for the position, will be asked to have their declaration of Indigenous citizenship or membership (First Nations, Métis, and Inuit) affirmed through a relational accountability process, led by the Office of Indigenous Initiatives (OII), that is consistent with Indigenous ways of knowing, being, and doing. Please contact the OII directly for details on the affirmation processes: <https://indigenous.uwo.ca/>. The policy can be viewed at: POLICY 1.58 - Affirming Declarations of Indigenous Citizenship or Membership at Western University.

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

Western University and KBRs will provide support in the recruitment process to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation to participate as a candidate in the recruitment process, please contact accommodate@kbrs.ca or lwright@kbrs.ca.

Applications will be reviewed 30 days from posting and reviewed until the position is filled.

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