**Archivist, Western Libraries**

**Appointment Type and Rank: Two-year Term at the rank of Assistant or Associate**

**Number of Positions: 1 (one)**

**Posting Date: November 6, 2026**

**Closing Date to Apply: December 5, 2026**

**Anticipated Start Date: May 2027**

**Position Profile:**

Western Libraries seeks an innovative, enthusiastic, service-oriented individual for the position of Archivist in Archives and Special Collections (ASC). 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. They support and actively engage with the other Western Libraries functions. Archivists contribute to ASC team functions and work collaboratively with other ASC team members on priority activities identified in each planning year. Archivists support the ongoing development and implementation of the ASC Team's strategies, policies and procedures in archival collections management and public service, and, as appropriate, participate in specific projects and initiatives. Responsibility for specific fonds, collections, or services is distributed equitably among the archivists.

**Responsibilities:**

- Acquire, appraise, arrange, describe, and manage archival holdings in all formats (analog and born digital) following accepted professional standards and practices.
- Provide reference service, advanced research consultations, and instruction.
- Assess and selectively build archival holdings, supporting both existing areas of strength and new and developing areas of research and study.
- Increase access to archival holdings through improved physical and intellectual control, arrangement and description.
- Support the delivery of online access to archival descriptions, including fonds descriptions and finding aids, and maintenance of the archival description database.

- Support the administration of new and existing archival management software in collaboration with colleagues across the library system.
- Support members of the campus community, visiting academics, and members of the broader community who are conducting research using archival sources.
- Provide leadership to and coordinate the work of staff and students who are assigned archival responsibilities.
- Assist as needed in outreach activities and in promoting use of archival holdings by students and faculty, as well as external users.
- Apply principles of equity, diversity, inclusion, accessibility, decolonization, and Indigenous and community-centered archival practice to collection development, description, preservation, and access.
- Build productive relationships with faculty, students, university partners, donors, community organizations, and colleagues across Western Libraries.
- Represent Western Libraries at campus events, professional meetings, and conferences.

**Workload**

The normal workload of an Archivist at Western Libraries balances responsibilities in three areas: Professional Practice (75%), Academic Activity (minimum 10%) and Service (minimum 5%) with the remaining 10% allocated among these areas in consultation with the Vice Provost and University Librarian. As a term appointment, the successful candidate may negotiate a workload that includes Academic Activity but is not required to do so. Where Academic Activity is not included, that portion of workload is allocated to Professional Practice and/or Service.

Where a Member's workload includes Academic Activity the following expectations apply:

**Academic Expectations:** Each Member with Responsibilities in the area of Academic Activity shall be entitled and expected to engage in Academic Activity, which involves some or all of:

a) the creation of new knowledge, including understanding or concepts;
b) the creative application of existing knowledge;
c) the organization and synthesis of existing knowledge;
d) creative expression;

all in whatever media are appropriate to the Member's area of academic expertise.

Members shall disseminate the results of Academic Activity. It is the responsibility of Members to make the results of their Academic Activity available for independent review and assessment in a form which can be evaluated by peers. This normally entails invited or refereed journal publication, invited or refereed papers or conference presentations, published monographs, or other vehicles or media, as are appropriate to the Member's area of Academic Activity.

Academic Activity directly related to performance in Professional Practice is encouraged. Where a Member's Academic Activity is judged by peer review to represent a development of materials or methods of an innovative sort or an academic advance, with application wider than the Member's own Professional Practice, then such work may be counted either as Professional Practice or as Academic Activity, but not both.

**Qualifications, Experience and Skills**:

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
- Two or more years of professional experience, preferably in an academic archives setting
- Experience with various formats of archival holdings
- Experience with acquisition and appraisal of archives
- Experience with arrangement and description of personal and/or organizational records in accordance with the Rules for Archival Description (RAD)
- Experience with providing reference and research services
- Experience providing instruction on the use of archival resources
- Experience in applying preservation best practices to archives
- Experience using archives management software
- Initiative, innovation, resourcefulness, and flexibility to develop relationships across Western Libraries and beyond, particularly with various academic departments, off campus partners, and donors
- Ability to work independently and as a team member
- Commitment to principles of equity, diversity, inclusion, accessibility, decolonization and/or Indigenization work, and respectful and ethical stewardship of archival materials

**The following experience would also be an asset:**

- Experience leading projects (software, processing, etc.)
- Experience with processing archival backlogs

**Compensation Details**: Salary Range: $88,194-120,000

Archivists at Western are Members of the Librarians and Archivists Bargaining Unit represented by The University of Western Ontario Faculty Association. 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.

Western offers a comprehensive benefit package including but not limited to extended health, dental, vision and pension.

**Affirmation Policy Statement**

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 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.

**Archives and Special Collections:** As home to 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 comprise 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.

**Western Libraries:** Through our collections, services, and people, 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 in teaching, research, and scholarship. 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.

**The 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. Western also provides an exceptional employment experience, offering competitive salaries, a wide range of employment opportunities and one of Canada's most beautiful campuses.

**To Apply**: Applicants are required to submit a cover letter, a curriculum vitae, the names and contact information for three professional references, and the completed full-time application lib-archs form, by December 5, 2026, 11:59 PM (EDT) to:

Office of the Vice-Provost & University Librarian
Western University
1151 Richmond Street N.
London, ON
N6A 5B8

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 #:2026TermArchivist

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.

**Existing Vacancy Disclosure Statement:** This position is an existing vacancy.

*Positions are subject to budget approval. Applicants should have fluent written and oral communications 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*