Reporting to the Associate Chief Librarian (Collections), the Head, Archives and Special Collections (ASC) provides strategic and operational leadership, supervision and mentoring to a team currently composed of five Archivists, three Librarians and four Archives Assistants.

The Head participates as a member of Western Libraries’ Management Committee, collaborating with other leaders to provide integrated, user-centred services that support recognized 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 models an approach that is willing to try new things and examine new ideas and methods and is unafraid to fail or take chances.

The Head leads the ASC Team, which is committed to acquiring, preserving and providing access to select special collections and archives that support the teaching and research missions of the University. This includes rare and unique materials in all media formats. The ASC Team supports the implementation of Western Libraries’ digital strategy, including the digitization of rare and unique materials, acquisition and preservation of born digital content, and support for digital scholarship. It also provides selective records management support to the University to facilitate the identification, preservation and accessibility of University records of enduring value. ASC’s primary focus is on facilitating research by faculty members, undergraduate and graduate students, and external scholars, as well as supporting primary source instruction and documenting the history of the University. ASC also engages with and welcomes use of archives and special collections holdings by members of the broader community.

Two operational teams plan and deliver ASC’s programs and services: Services and Collections. The Services Team has primary responsibility for all “front facing” activities and its work corresponds mainly to that of the Teaching and Learning, Research and Scholarly Communication, and User Services and Student Engagement core user functions. The Collections Team is primarily responsible for acquiring, processing, preserving and supporting discovery and access to archival and special collections holdings, with its work aligning with the Content Management, Discovery and Access function. Based on their professional practice, staff members may participate on both teams.

**Main Responsibilities**

- Contribute to the development of Western Libraries’ strategic and operational plans, aligning these plans with Faculty and University goals.
- Provide vision and manage an effective team through planning, leadership, assessment and delegation.
- Perform administrative duties and manage resources to support efficient service delivery.
- Communicate with Western Libraries administration, other managers, staff, and patrons about significant developments and projects in a timely manner.
- Support the work of ASC members by establishing work priorities, providing guidance and direction, monitoring and evaluating performance, and coaching as needed.
- Collaborate with other Western Libraries leaders and Affiliated College leaders as a part of Management Committee to set priorities, plan, and develop services across organizational functions.
• Represent Archives and Special Collections, Western Libraries and the University in public relations and community engagement activities with faculty, staff, students, donors, researchers, and the wider community.
• Oversee archives, special collections, records management, digitization, and digital preservation activities undertaken by ASC.
• Participate in some of the 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 coordinate all ARCC-based services and ensure they function effectively, efficiently and safely.
• Coordinate donor relations and donation assessments and appraisals with the ASC Team, the Chief Librarian and Alumni Affairs and Development.
• Work with Alumni Relations and Development and the Chief Librarian, to coordinate and oversee advancement and donor relations activities including monetary appraisals, tax receipts, and donor stewardship and outreach.
• Coordinate Western Libraries’ involvement in the University records management program. This includes maintaining a relationship with the University Secretariat, overseeing the selection of permanently valuable university records for the university archives, and coordinating the administration of records retention schedules.
• Authorize research access requests and the acquisition, disposal or confidential destruction of archival records, where necessary.

Qualifications

The successful candidate will be an archivist or a librarian who must have either 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. Candidates must also have a minimum of five years professional experience. Demonstrated leadership and supervisory experience are preferred. Working knowledge of privacy legislation, including FIPPA, PHIPPA, and MFIPPA, Rules for Archival Description, cultural property designation, and copyright legislation is preferred.

The successful candidate will provide evidence of strong analytical and problem-solving skills, and exceptional organizational skills to set and balance priorities, manage competing deadlines, and take on various roles and responsibilities simultaneously. The candidate will provide evidence of their ability to think strategically and will have demonstrated an ability to build strong teams. The highly interactive nature of this role will require outstanding communication, collaboration, conflict resolution, and interpersonal skills. The candidate will exhibit initiative, innovation, resourcefulness, and flexibility, and be able to develop relationships across Western Libraries, with many diverse groups on campus, and in the provincial, national, and international archival and library communities.

This competition is limited to internal applicants only. Applicants must either already have Continuing Appointment or be eligible for consideration for Continuing Appointment as set out in the UWOFA-LA collective agreement. The position carries an annual administrative stipend with a term up to five years (renewable). Upon completion of the term(s) of office, the incumbent will be assigned to a position at the discretion of the Vice-Provost and Chief Librarian appropriate to the incumbent’s qualifications and experience.
Application Procedure

Interviews are anticipated to take place before the end of July. Applicants invited for an interview will be asked to make a presentation to members of the Western Libraries community. The topic for this presentation is included with this posting and may be found below. Applicants are required to submit a covering letter, a curriculum vitae, and the names and contact information for three professional references, in electronic format by July 11, 2019, 11:59 PM (EDT) 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 #: 2019ASCHEAD

Presentation Topic:
In 2011 Rick Anderson predicted that research library collections would be more focused as “... a permanent repository of intellectually and culturally important documents (usually in the form of ‘special collections’ materials – [archives and] manuscripts, rare books and realia with some kind of connection to the institution or region).”
What are the strengths and unique elements of Western’s archival and special collections? Describe how you would further develop and promote them to distinguish Western’s collections and enhance their use within active teaching, learning, and research programs and initiatives?

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

Posted on Faculty Relations website June 27, 2019.