



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Head, Archives And Special Collections

<b>Job ID</b>	<b>60-6D-33-90-7B-01</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=60-6D-33-90-7B-01">https://careers.indigenous.link/viewjob?jobname=60-6D-33-90-7B-01</a>
<b>Company</b>	University Of Western Ontario
<b>Location</b>	London, Ontario
<b>Date Posted</b>	From: 2024-12-20 To: 2025-01-19
<b>Job</b>	Type: Full-time Category: Office
<b>Job Start Date</b>	July, 2025
<b>Job Salary</b>	\$83,340-\$100,077
<b>Languages</b>	English

### Description

About Archives and Special Collections

Archives and Special Collections (ASC) acquires, manages, and provides access to internationally recognized fonds and collections including the Serge A. Sauer Map Collection, James Alexander and Ellen Rea Benson Special Collections, several signature archival fonds including the Labatt Brewing Company Collection and the Gustav Mahler-Alfred Rose Collection, as well as extensive local history archives and University archives. Fonds and collections are comprised of various media formats including rare books, music scores, maps, comic books, Audio-visual materials, digital and born digital records, photographs/photographic negatives, and extensive textual records.

ASC provides the following functions relevant to its holdings including: teaching and learning, collections management, discovery and access, research support and reference, conservation, preservation, digitization, outreach, web archiving and scanning on demand, as well as coordinating supporting records management services for the University. ASC manages two public service points: the Archives and Research Collections Centre (ARCC) Reading Room and the Map and Data Centre (MDC). 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.

About the Role of Head Archives and Special Collections

Reporting to the Associate Chief Librarian (Content), the Head, ASC provides strategic and operational leadership, supervision, and mentoring to a team currently composed of five Archivists, three Librarians, five Archives Assistants, and several student positions (Student Library Assistants, co-op students, etc.).

The Head participates as a member of Western Libraries' Management Committee, collaborating with other leaders to provide integrated, user-centred 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.

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 as set out in the UWOFA-LA collective agreement.

### Experience

Minimum of five years professional experience.

- Leadership and supervisory experience, either formal through a current or previous management position or informal through project management, resource coordination, or service roles.
- Knowledge of records management standards and privacy legislation, including FIPPA and PHIPPA.
- Knowledge of various metadata and descriptive standards including Rules for Archival Description.
- Experience applying CCPERB and cultural property designation, monetary appraisal, and copyright legislation as they pertain to archives and special collections.
- Familiarity with best practices and standards related to archival analog and born digital records, rare books, maps and other material formats, digitization and preservation.
- Evidence of strong analytical and problem-solving skills.
- Evidence of exceptional organizational skills, setting and balancing priorities, managing competing deadlines, and taking on various roles and responsibilities simultaneously.
- Evidence of thinking strategically and building strong teams.
- Outstanding communication, collaboration, conflict resolution, problem-solving, and interpersonal skills.
- Ability to develop relationships across Western University, with many diverse individuals and groups on campus, and in the provincial, national, and international scholarly communities.

### Preferred

- Experience with grant writing, gifts-in-kind, and donor relations.
- Experience using various metadata and descriptive standards including Rules for Archival Description.
- Familiarity with best practices and standards related to archival practices for analogue and born digital records, rare books, maps and other material formats, digitization and preservation.
- An advanced degree in a relevant field is an asset.

### Education Requirements

Required

- 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.

### **Work Environment**

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### **How to Apply**

Click Apply Now!

This position has an anticipated start date of July 1, 2025 (negotiable). Applicants invited for an interview will be asked to make a presentation to members of the Western Libraries community. Applicants are required to submit the Application for Full-Time Librarian or Archivist Position form, a covering letter, a curriculum vitae, and the names and contact information for three professional references, in electronic format by January 19, 2025, 11:59 PM (EDT) to:

Office of the Vice-Provost and Chief Librarian

Western University

Email: [libarc@uwo.ca](mailto: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 #:2025ASCHEAD

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.

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](mailto:libarc@uwo.ca)