

Position Vacancy

**University Archivist and Head, Special Collections**

Trent University

Peterborough, Ontario

**Full-time, 3-year limited-term appointment**

(subject to budgetary approval)

Trent University Library and Archives invites applications from self-directed, innovative, and collaborative candidates for the position of **University Archivist and Head, Special Collections**. This will be a three-year limited-term appointment to commence July 1, 2022. The position is based in the Bata Library on the Peterborough Campus, and the incumbent may spend time at the Trent Durham GTA Campus in Oshawa as required.

Trent University is one of Canada’s leading primarily undergraduate universities. Trent's Peterborough campus boasts award-winning architecture in a breathtaking natural setting on the banks of the Otonabee River, just 90 minutes from downtown Toronto, while the Durham GTA campus offers a close-knit community, conveniently located in Oshawa, 40 minutes from downtown Toronto. Consistently recognized nationally for leadership in teaching, research and student satisfaction, Trent attracts excellent students from across the country and around the world.

Trent University Library and Archives provides collections and services fundamental to academic success, innovation, the advancement of knowledge, and lifelong learning. With a team of 8 professional and 22 support staff, the Library and Archives collaborates with multiple stakeholders to achieve the goals outlined in the University’s strategic plan.

The **University Archivist** is a member of the Library and Archives professional team, reporting to the University Librarian. Librarians, including the University Archivist, are members of the Trent University Faculty Association (TUFA).

The Archives, guided by an [Archives Policy](https://www.trentu.ca/governance/sites/trentu.ca.governance/files/documents/Archives%20Policy.pdf), has a two-fold mandate in fulfilling its function as the official archival repository for Trent University, concentrating on the following areas:

* University Records that give evidence of the policies, administration, and history of Trent University’s academic and administrative units;
* Private Archival Records of institutions, organizations, and individuals that relate to the Trent Valley area, that is Peterborough County and surrounding counties, or to Trent University, or that support Trent University’s academic programs.

Special Collections, guided by a [Special Collections Policy](https://www.trentu.ca/library/archives/special_collections_policy), is comprised of rare or special published material, largely Canadiana. It includes several significant named collections: Robert Lloyd Hunter Collection; Ernest Thompson Seton Collection; Trent Collection; Floyd S. Chalmers Collection; Margaret Laurence Collection; Charles E. Feinberg Collection; A.J.M. Smith Collection; Holm Collection of Children’s Books; and the Canadian Camping Collection.

**DUTIES & RESPONSIBILITIES**

* Negotiates donations and gift agreements, conducts or arranges appraisals, accessions new acquisitions (physical and digital), creates digital research tools including finding aids, provides equitable access as appropriate to the holdings and ensures long-term preservation of materials in all formats.
* Promotes research and teaching at Trent University, building the holdings in accordance with the University mandate.
* Provides reference and research services, including instruction on research methodologies and reproduction of holdings where appropriate, and promotes the holdings through outreach initiatives.
* Hosts archival workshops and classes in collaboration with Trent University faculty and in response to requests from visiting external groups, where appropriate and feasible.
* Working in cooperation with the Digital Scholarship Librarian, develops and manages digital archival collections, including drafting policies, procedures, and best practices related to identifying and preserving collections for conversion to digital formats alongside digitally born materials.
* Arranges the receipt of records deemed archival from University units and supports the University’s records management program.
* Monitors developments in archival standards and practices and adheres to the terms and conditions of deposit agreements, the *Copyright Act* and the *Freedom of Information and Protection of Privacy Act.*
* Ensures an inclusive, accessible, safe, equitable, and professional environment governed by applicable codes of ethics and legislated standards.
* Carefully considers any sensitivities deemed to be associated with records under negotiation, their handling and care, their processing, and their access to researchers.
* Explores and nurtures partnerships with other Library, academic, and administrative units, and with donors and heritage organizations in the community and across Canada; advances the profession through publication, participation in archival conferences and historical society events, and through filling membership positions on local-area heritage boards and committees.
* Collaborates in establishing strategic objectives, policies, and procedures for TULA as a whole.
* Participates in the Archives Association of Ontario’s Archival Information Network (ARCHEION) and the Provincial Acquisitions Strategy, submitting database records of newly acquired archival holdings for extended public awareness.
* Explores and participates in joint projects including scholarly digitization projects that support new research initiatives and extend use of the archival and Special Collections holdings.
* Pursues funding opportunities and writes grant applications seeking support for exhibitions and events, projects and outreach programming.
* Provides managerial oversight to the University Archives, including physical space(s), budget, and staff supervision.
* Collaborates with the Chair of the Trent Art Collection Presidential Advisory Committee on scheduling and other managerial functions for the Archives Associate position, which provides administrative support for the Trent University Art Collection.

**QUALIFICATIONS AND EXPERIENCE**

* Master's degree in archival studies or library and information science with an appropriate emphasis, or an equivalent advanced degree combined with relevant archival professional experience.
* Proven professional experience with responsibilities that encompass all aspects of the archival operations of the organization preferred.
* Proven experience in a university archives or related professional environments such as museums or non-profit organizations preferred.
* Proven experience working in environments with shifting and competing priorities with an ability to handle and prioritize varied workloads under pressure.
* Knowledge of and experience working with archival, metadata, and preservation standards (e.g. Rules for Archival Description (RAD), Dublin Core, RDA, RDF, MODS, VRA Core, OAIS, XML, and others).
* Experience with archival description software and digital asset management/content management systems in academic library environments (e.g., AtoM, Drupal, Omeka, and Islandora).
* Strong understanding of technologies, best practices, and trends related to digitization, digital records and archives management, curation, and preservation.
* Knowledge of Canadian copyright, privacy, and accessibility standards and legislation.
* Effective communication skills and demonstrated experience taking the initiative to perform various duties, including project management, instruction, research assistance, and writing grant proposals.
* Experience with donor and stakeholder relation relationships, including outside of the direct university community.
* An understanding of the role of decolonization and Indigenization within an archival context.
* Strong research background in Canadian Studies and Indigenous Studies would be an asset.

**General Competencies**

* Demonstrated ability to interact productively and work collaboratively with diverse stakeholders.
* Demonstrated project management skills and ability to handle multiple priorities, tasks, and projects.
* Experience with staff supervision.
* Strong motivation, aptitude, and interest to establish student and faculty success as the centre of their professional practice.
* Excellent communication skills.
* Strong analytical and creative problem-solving skills.
* Oral and written fluency in English is essential.

**SCHOLARLY AND PROFESSIONAL ACTIVITIES**

Participates in library and university committees, councils, task forces, and teams as appropriate. Keeps abreast with developments in the profession and related fields that affect the practice of librarianship and archives. Participates in professional organizations as appropriate, as well as undertakes research and engages in scholarship as appropriate.

**SALARY & BENEFITS**

**It is anticipated that the appointment will be made at the rank of Librarian II or III, commensurate with experience, with an annual salary range of $89,785 to $136,006. The position includes a competitive and comprehensive benefits package.**

**APPLICATION PROCEDURE**

Interested candidates must supply the following in **one (1) single PDF attachment**:

* a covering letter of interest;
* curriculum vitae, which must include a statement of your citizenship;
* the names, email addresses and telephone numbers of three professional references.

Candidates must also supply a completed [Trent University Self-Identification Form](https://www.trentu.ca/artsci/sites/trentu.ca.artsci/files/documents/November_SelfIdentificationForm.pdf), which may be submitted as a separate attachment.

Candidates should apply in confidence by email to: [libraryadministration@trentu.ca](mailto:libraryadministration@trentu.ca)

**Applications must be received by no later than 4:00 p.m. on May 6, 2022.**

Trent University is actively committed to creating a diverse and inclusive campus community. Trent regards equity and diversity as an integral part of academic excellence and is committed to accessibility for all employees. We encourage applications from women, persons with disabilities, Indigenous peoples, racialized people, persons of minority sexual orientation or gender identity, and others who may contribute to the further diversification of ideas and enrichment of our community. Trent University offers accommodation for applicants with disabilities in its recruitment processes. If you require accommodation during the recruitment process or require an accessible version of a document/publication, please contact [libraryadministration@trentu.ca](mailto:libraryadministration@trentu.ca).

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents of Canada will be given priority. Only selected candidates will be contacted.

*We respectfully acknowledge that we are on the traditional territory of the Mississauga Anishinaabeg. We offer our gratitude to First Peoples for their care for, and teachings about, our earth and our relations. May we honour those teachings.*