

Queen's University Library Conservator (Archivist) (up to 12-month term)

August 2023

Queen's University Library invites applications for a Limited-Term Appointment at the rank of General Archivist. The preferred start date is early 2024.

Located at Queen's University in Kingston, the Conservator reports to the University Archivist & Associate University Librarian. The Conservator is a Limited-Term position that collaborates regularly with a team of archivists, librarians, and staff in the library's Archives and Special Collections division (Queen's University Archives and W. D. Jordan Rare Books and Special Collections, Maps, and Government Information). The position also collaborates with the whole library system in the context of the library's organizational design and vision of one library with a shared allegiance to common goals and a 'learning organization' philosophy of continuous staff development, engagement, teamwork and communication.

The Conservator plays a role in supporting the library's fundamental value of information access, stewardship and preservation, on a global scale for local needs, as well as the principle of enhancing learning and research through improved accessibility, presentation, and preservation.

The Conservator will sustain the preservation and conservation program for Archives and Special Collections focusing on addressing the inherent and ongoing needs in the substantial, significant, rare, and unique collections, while providing advisory services to the library system. In addition, the Conservator carries out treatment procedures for the conservation and preservation of archival and library material, particularly paper and rare book conservation, employing specialized techniques to restore, repair and conserve such items.

The position encompasses the full range of academic responsibilities as outlined in section 15.1.1 of the [QUFA Collective Agreement](#).

Please see the full position description [here](#).

Prior to May 1, 2022, the University required all students, faculty, staff, and visitors (including contractors) to declare their COVID-19 vaccination status and provide proof that they were fully vaccinated or had an approved accommodation to engage in in-person University activities. These requirements were suspended effective May 1, 2022, but the University may reinstate them at any point.

QUALIFICATIONS

Required

- Master's degree or Graduate Diploma in conservation, and a minimum of 1-2 years of relevant experience; or an equivalent combination of education and experience.
- Demonstrated knowledge of current conservation principles and practices, materials science, the history of bookbinding and a demonstrated commitment to life-long learning.
- Demonstrated ability to perform high quality conservation treatments, primarily books and paper, and to communicate effectively about treatment options and decisions.
- Demonstrated project management skills; energy, flexibility, creativity; and excellent interpersonal, organizational and communication skills.

- Knowledge of emergency preparedness and emergency response procedures.
- Physical ability to conduct conservation work (excellent hand-eye coordination and manual dexterity; ability to work standing up for many hours, work light machinery such as a board shear, lift and carry moderate weight, wear protective equipment when necessary).

Preferred

- Demonstrated ability to perform high quality conservation treatments on formats, such as photographs, leather/vellum, audiovisual media, ephemera, and/or three-dimensional objects would be an asset.
- Experience in an academic environment with a variety of staff and faculty would be an asset.
- Record of professional engagement and contribution, such as research, publication, and involvement in pertinent professional and scholarly organizations would be an asset.
- Knowledge of preservation issues in different types of cultural institutions would be an asset.
- Experience with emerging technologies in conservation practice would be an asset.

People from across Canada and around the world come to learn, teach and carry out research at Queen's University. Employees and their dependents are eligible for an extensive benefits package including prescription drug coverage, vision care, dental care, long term disability insurance, life insurance and access to the Employee and Family Assistance Program. You will also participate in a pension plan. Tuition assistance is available for qualifying employees, their spouses and dependent children. Queen's values families and is pleased to provide a 'top up' to government parental leave benefits for eligible employees on maternity/parental leave. In addition, Queen's provides partial reimbursement for eligible daycare expenses for employees with dependent children in daycare. Details are set out in the Queen's-QUFA Collective Agreement. For more information on employee benefits, see [Queen's Human Resources](#).

Additional information about Queen's University can be found on the [Faculty Recruitment and Support](#) website. The University is situated on the traditional territories of the Haudenosaunee and Anishinaabe, in historic Kingston on the shores of Lake Ontario. Kingston's residents enjoy an outstanding quality of life with a wide range of cultural, recreational, and creative opportunities. Visit [Inclusive Queen's](#) for information on equity, diversity and inclusion resources and initiatives.

The University invites applications from all qualified individuals. Queen's is strongly committed to employment equity, diversity and inclusion in the workplace and encourages applications from Black, racialized/visible minority and Indigenous/Aboriginal people, women, persons with disabilities, and 2SLGBTQ+ persons. All qualified candidates are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents of Canada will be given priority.

To comply with federal laws, the University is obliged to gather statistical information as to how many applicants for each job vacancy are Canadian citizens / permanent residents of Canada. Applicants need not identify their country of origin or citizenship; however, all applications must include one of the following statements: "I am a Canadian citizen / permanent resident of Canada"; OR "I am not a Canadian citizen / permanent resident of Canada". Applications that do not include this information will be deemed incomplete.

In addition, the impact of certain circumstances that may legitimately affect a nominee's record of professional achievement will be given careful consideration when assessing the nominee's research productivity. Candidates are encouraged to provide any relevant information about their experience and/or career interruptions.

A complete application consists of:

- a cover letter (including one of the two statements regarding Canadian citizenship / permanent resident status specified in the previous paragraph)
- a current Curriculum Vitae (including a list of publications)
- The names and contact information of three referees

The deadline for applications is October 5, 2023.

Applicants are encouraged to send all documents in their application packages electronically as one PDF to library.hr@queensu.ca.

The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the interview process, please contact Rachael MacDermid at library.hr@queensu.ca.

Academic staff at Queen's University are governed by a [Collective Agreement](#) between the University and the [Queen's University Faculty Association \(QUFA\)](#), which is posted at <http://queensu.ca/facultyrelations/faculty-librarians-and-archivists/collective-agreement> and at <http://www.qufa.ca>.