

Queen's University Library

Teaching & Outreach Archivist/Librarian (Initial Continuing-Track Appointment)

August 2023

Queen's University Library invites applications for an Initial Continuing-Track Appointment at the rank of General or Assistant Archivist, based on academic experience. The preferred start date is early 2024.

Located at Queen's University in Kingston, the Teaching and Outreach Archivist/Librarian is a Continuing track position reporting to the University Archivist & Associate University Librarian in the Queen's University Library's Archives and Special Collections division. The position collaborates closely across the division with the Curator for Rare Books and Special Collections and the Public Services/ Private Records Archivist to share responsibilities for liaison with faculty, campus and community outreach, and reference and teaching.

The incumbent is a specialist in archives and special collections as their subject matter to teach about the theory, practice, and material culture of archives, rare books, and special collections. The Teaching and Outreach Archivist/Librarian works with a focus on teaching and outreach opportunities across the library system and in the broader community that promotes the use of archives and special collections. The position undertakes course-based instruction, attends regular reference shifts, and answers reference requests from both units; leads or co-leads both community based and faculty and student focused promotion and outreach services and projects, such as the Archives' From the Page crowd-sourced transcription service, programmed and pop-up digital and physical exhibitions, and projects for for-credit (HIST 212, 501/502), paid, or volunteer students and community members. This position may also attend, when appropriate, Library Advisory Committees; inform Cyclical Program Reviews; attend other library meetings; and work with liaison librarians, archivists, and staff to promote collaboration and communication 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 University Archives comprises over 10 km of unique print records, two million photographs, tens of thousands of architectural plans and drawings, and thousands of sound recordings and moving images. It is unique in Canada in that it also serves as municipal and regional archives for the City of Kingston and County of Frontenac. It also serves as the repository for the Kingston General Hospital. W. D. Jordan Rare Books and Special Collections is home to a variety of collections from the earliest printed books to the personal libraries of significant authors such as John Buchan and Robertson Davies. At the heart of Rare Books and Special Collections is the extensive Edith and Lorne Pierce Collection of Canadiana—a repository of Canadian Studies materials that dates from Canada's earliest histories and literature, as well as the more recent Schulich-Woolf Rare Book Collection, which is focused on history and culture as expressed through early modern printing.

The regionally, nationally, and internationally significant print, photographic, audio-visual, and digital resources within Archives and Special Collections means that the position plays a key role in supporting Queen's University faculty, graduate, and undergraduate students in addition to external scholars and community users.

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

- An MAS or ALA accredited MLIS/MIS or equivalent degree.
- Minimum 2-5 years of professional experience working with archives, rare books, and special collections.
- Demonstrated ability to interpret archives, rare books, and special collections through classes, presentations, and exhibits (virtual and physical).
- Demonstrated ability to present to groups/ classes.
- Record of professional engagement and contribution, such as research, publication, and involvement in pertinent professional and scholarly organizations.
- Demonstrated knowledge of rare books and special collections, the history of the book and best practices.
- Demonstrated knowledge of archival collections, theory, and practice.
- Demonstrated ability to provide reference service in archives, rare books, and special collections.
- Subject matter expertise in Canadian literature, history, and culture would be an asset.
- Demonstrated high degree of computer literacy.
- Demonstrated research and analytical skills.
- Demonstrated leadership, oral and written communication skills.
- Demonstrated ability to work independently and as part of team.
- Excellent interpersonal communication and organizational skills required.

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 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 18, 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>.