JOB DESCRIPTION

POSITION TITLE: Special Collections Archivist

DEPARTMENT: Library

BARGAINING UNIT: CUFA

STATUS: Limited Term Appointment

GENERAL DESCRIPTION

The Special Collections Archivist is a member of the Library’s professional team, reporting to the Associate University Librarian, Collection Services. The Special Collections Archivist coordinates the development and management of collections and the delivery of services for Special Collections.

The incumbent contributes substantively to a variety of Library and University strategic initiatives and projects, through committees, working groups, and project teams.

RESPONSIBILITIES

1. Develops the collection by purchase or donation. In consultation with the Associate University Librarian, Collection Services, evaluates appropriateness of potential donations for inclusion in Special Collections and prepares recommendations for the Acquisitions Advisory Committee. Meets with donors; negotiates terms of donation; prepares donation agreements; arranges for monetary appraisals.

2. Coordinates and contributes to the accessioning, processing, arrangement, and description of archival materials. Specific priority will be on processing the Alfie Roberts and Patricia Cambridge Collection.

3. Provides knowledgeable, efficient and effective research assistance to members of the Concordia University community and external researchers.

4. Identifies, plans, and implements outreach programs to integrate special collections and archives into the teaching, learning and research activities of the University.

5. Establishes and promotes various instructional programs and workshops to further engage users.

6. Coordinates Special Collections services and activities, including reproductions and digitization, loans of Special Collections materials, events and exhibitions, the Special Collections website.
7. Ensures preservation standards are met for all materials held in Special Collections; makes recommendations for facilities improvements, as appropriate.

8. In close collaboration with the Digital Preservation Librarian, participates in activities related to the implementation of a digital preservation service.

9. Provides training, functional guidance and coordination for staff working on Special Collections projects and services.

10. Participates on committees, working groups and project teams to contribute to the development of Library and University strategic initiatives and projects.

11. Performs other duties as assigned.

**QUALIFICATIONS**

**Professional Expertise**

A graduate degree from a library school accredited by the American Library Association, or approved equivalent education and training acceptable for membership in the Corporation of Professional Librarians of Québec, with a specialization in archival studies.

Minimum of one (1) year relevant professional experience in an archives or equivalent.

Experience providing reference services in an archives or manuscripts repository.

Experience with archival acquisitions is an asset.

Sound knowledge of, and experience with, RAD (Rules for Archival Description).

Experience with digital content systems (such as AtoM, ContentDM, Drupal, Documentum), AtoM preferred.

Knowledge of best practices in preservation.

Demonstrated ability to develop and deliver effective instructional activities.

**General Competencies**

Demonstrated ability to develop successful partnerships and relationships with faculty and researchers.

Ability to plan and organize effectively and ability to handle multiple priorities and tasks as well as projects.

Strong motivation, aptitude and interest to establish student and faculty success as the centre of their professional practice.
Ability to work both independently and collaboratively, share expertise, work in teams and negotiate solutions with diverse groups.

Excellent communication skills. Strong analytical and creative problem-solving skills.

Curiosity, drive and flexibility so as to discover and try new things, in support of Library and University strategic directions.

Oral and written fluency in English is essential. A professional level of oral French and basic written French are required.

Approved: Pat Riva

Date: May 24, 2019