Responsibilities: The University of Ottawa Library seeks a motivated, innovative and technically grounded Head, Archives and Special Collections to provide leadership in planning, managing and promoting this specialized unit. The successful candidate will be a creative scholar who works well with other colleagues in a challenging and changing environment.

Setting: Located in the heart of the National Capital, the University of Ottawa is recognized as one of Canada’s leading teaching and research institutions. With 1200 regular faculty and 40,000 students enrolled in over 360 programs, the University of Ottawa offers a broad spectrum of high quality programs in both English and French. For more information, see: http://www.uottawa.ca.

Description: The Head, Archives and Special Collections provides strategic leadership for special collections in a period of transformative change. The incumbent establishes best practices for curating digital and analog archival materials, is knowledgeable of current and emerging trends that support the development of digital collections, develops donor and grant proposals, and develops project plans for digitization projects. Fostering campus engagement to encourage an increase in the use of special collections, the incumbent works with faculty, students and library colleagues across the curriculum to support hands-on experience with primary sources and to enable the discovery and use of archival content and “hidden collections” in digital scholarship through the provision of sustainable and scalable digital research tools, methods and frameworks. As the specialist responsible for rare books, he/she has knowledge and understanding of preservation techniques, the history of the book, antiquarian book trade and of specialized archival description/metadata/cataloguing requirements.

ESSENTIAL QUALIFICATIONS:

1. A Master’s degree in Library and Information Studies from an ALA accredited institution and/or a Ph.D. in History, Women’s Studies or in a related field;

2. Four (4) years of professional experience, or fewer, depending on relevance of experience to the position;

3. Knowledge of scholarly information and research methods in humanities and social sciences acquired through studies or professional experience;

4. Knowledge of digital content systems and related technologies (such as ICA-AtoM, Omeka, Archivematica, Drupal);

5. Experience with current and emerging metadata schemas and standards including Dublin Core, MARC, RDA, EAD and DACS;
6. Knowledge of current and emerging trends that support the development of digital collections;
7. Knowledge of best practices in digital preservation, library preservation practice and conservation techniques;
8. Knowledge of the antiquarian book trade and a record of successful collection building;
9. Project management and supervisory experience;
10. Excellent interpersonal skills, oral and written communication skills;
11. Bilingual (English and French), written and spoken, including the ability to teach in both official languages.

Rank and the salary will be commensurate with qualifications and experience.

**This position is part of the APUO bargaining unit (faculty, librarians, counsellors, language teachers).**

Applications, accompanied by an up-to-date curriculum vitae, should be submitted no later than **Wednesday, November 22nd, 2017 by 5:00 p.m.**

Ms. Leslie Weir  
University Librarian  
University of Ottawa Library  
65 University Private  
Ottawa, ON K1N 6N5  
Email: biblio@uottawa.ca

**The University of Ottawa Library thanks all those who apply. Only those candidates selected for an interview will be contacted.**

All qualified candidates are invited to apply; however, priority will be given to Canadian citizens and permanent residents. The University of Ottawa is an equal opportunity employer. We strongly encourage applications from women, Aboriginal peoples, persons with disabilities and members of visible minorities. If you are invited to continue the selection process, please notify us of any particular adaptive measures you might require by contacting the Office of the Associate Vice-President, Faculty Affairs at 613-562-5958. Any information you send us will be handled respectfully and in complete confidence.
JOB DESCRIPTION

POSITION TITLE: Head, Archives and Special Collections
INVENTORY NUMBER: 201953
LIBRARY: Morisset Library
EFFECTIVE DATE: March 2017
POSITION REPORTS TO: Director, Morisset Library – 201639

SUMMARY OF FUNCTIONS:

The Head, Archives and Special Collections provides strategic leadership for special collections in a period of transformative change. The incumbent establishes best practices for curating digital and analog archival materials, is knowledgeable of current and emerging trends that support the development of digital collections, develops donor and grant proposals, and develops project plans for digitization projects. Fostering campus engagement to encourage an increase in the use of special collections, the incumbent works with faculty, students and library colleagues across the curriculum to support hands-on experience with primary sources and to enable the discovery and use of archival content and “hidden collections” in digital scholarship through the provision of sustainable and scalable digital research tools, methods and frameworks. As the specialist responsible for rare books, he/she has knowledge and understanding of preservation techniques, the history of the book, antiquarian book trade and of specialized archival description/metadata/cataloguing requirements.

MAIN ACTIVITIES:

1. Leads and coordinates the development and delivery of collections and services for Archives and Special Collections.
2. Coordinates access to special collections, including the selection and implementation of a digital content system, the creation of inventory tools, guides, finding aids and web sites.
3. Enables the discovery and use of archival content and “hidden collections” in digital scholarship through the provision of sustainable and scalable digital research tools, methods and frameworks.
4. Determines needs and develops procedures for the maintenance and preservation of special collections, including staff training, user consultation, and copyright and contractual agreements.
5. Maintains a deep knowledge of special collections and engages directly in collection development, arrangement and description.
6. Plans, promotes and delivers outreach programs that enable hands-on experience with primary sources and integrate special collections into the teaching, learning and research activities of the University. This may include classes, internships, reference services, exhibitions, public lectures, workshops and tours.
7. Works collaboratively with faculty and library colleagues to establish acquisition priorities and to coordinate the acquisitions and processing of materials purchased for special collections.

8. Establishes productive relationships with antiquarian booksellers, donors and potential donors. Evaluates the appropriateness of potential donations for inclusion in special collections. Meets with donors, arranges or conducts appraisals of donations, negotiates terms of donation.

9. Develops, promotes and evaluates a coherent set of digitization initiatives to enhance access to special collections. Identifies library collections for digitization, determines resource needs and develops project plans for digitization projects. Identifies potential funding sources, prepares grant applications and pursues partnership opportunities.

10. Provides supervision, training and coordination for staff working on special collections projects and services.

11. Participates in special projects as assigned by the Director, Morisset Library.

AUTONOMY:
1. Carry out their functions under the responsibility of the Director, Morisset Library.

2. Exercise full autonomy in the development of special collections.

RELATIONS:
1. Frequent communication with faculty and students.

2. Frequent communication with librarians, library employees and library services.

3. Occasional communication with University’s archives and other campus services.

4. Regular relations with antiquarian booksellers, donors, potential donors and with colleagues from external archives and special collections.

ESSENTIAL QUALIFICATIONS:
12. A Master’s degree in Library and Information Studies from an ALA accredited institution and/or a Ph.D. in History, Women’s Studies or a related field;

13. Four (4) years of professional experience, or fewer, depending on relevance of experience to the position;

14. Knowledge of scholarly information and research methods in humanities and social sciences acquired through studies or professional experience;

15. Knowledge of digital content systems and related technologies (such as ICA-AtoM, Omeka, Archivematica, Drupal);
16. Experience with current and emerging metadata schemas and standards including Dublin Core, MARC, RAD, EAD and DACS;

17. Knowledge of current and emerging trends that support the development of digital collections;

18. Knowledge of best practices in digital preservation, library preservation practice and conservation techniques;

19. Knowledge of the antiquarian book trade and a record of successful collection building;

20. Project management and supervisory experience;

21. Excellent interpersonal skills, oral and written communication skills;

22. Bilingual (English and French), written and spoken, including the ability to teach in both official languages.

**INVENTORY NO:** 201953

**SIGNATURES:**

_________________________________________ Date: 

(Incumbent)

_________________________________________ Date: 

(Director)

_________________________________________ Date: 

(University Librarian)