

Simon Fraser University Library invites applications for a Digital and Outreach Archivist. This full-time, continuing position is based at the W.A.C. Bennett Library, SFU Burnaby.

Reporting to the Head, Special Collections & Rare Books, the incumbent will partner with SCRB and Library colleagues to arrange, describe, preserve, and promote access to born-digital and digitized archival collections. The incumbent will engage in and coordinate outreach activities to promote SCRB holdings more generally and will also actively contribute to advancing the strategic objectives for Special Collections & Rare Books (SCRB) as outlined in the Library's Strategic Plan.

This newly created position will enable SCRB to not only more cohesively promote its holdings but also move forward with digital preservation plans that have been drafted but not yet implemented. It will be attractive to a curious, motivated, and adaptable individual who enjoys building relationships across institutions and implementing new tools and strategies to connect users to content.

SETTING

We acknowledge the Skwxwú7mesh Úxwumixw (Squamish), x̣ṃəθḳẉəỵəm (Musqueam), sə́lilwətaʔt (Tsleil-Waututh), q̣íćəỵ (Katzie), and ḳẉiḳẉəł̣əm (Kwkwetlem) peoples, on whose traditional territories Simon Fraser University's three campuses stand. By recognizing the Unceded Traditional Coast Salish territories, we aspire to create space for reconciliation through dialogue and decolonizing practices.

Ranked by respected national surveys as one of Canada's top three comprehensive universities for the past 20 years, Simon Fraser University has also been consistently named one of British Columbia's Top Employers in recent years, as well as one of Canada's Top 100 employers, and one of Canada's top family-friendly employers. SFU offers more than 100 undergraduate major and joint major programs and more than 45 graduate offerings, spanning many disciplines in eight faculties, and has an international reputation for its innovative interdisciplinary and professional programs. The main W.A.C. Bennett Library is located on the Burnaby campus, while the Samuel and Frances Belzberg Library is on the Vancouver campus, and Fraser Library is at SFU Surrey.

The SFU Library is known for the development and implementation of innovative technology, leadership in Open Access, and excellent in-person and online user services. We serve an ethnically diverse student population, most of whom live off-campus and work part-time while attending university. SFU Library collaborates broadly with other institutions through membership in the Canadian Association of Research Libraries, the Association of Research Libraries, and regional consortia. For more information, see our web site at <https://www.lib.sfu.ca>.

The SFU Library commits to a continuous process of transformation to advance equity, diversity, and inclusion and to serve the cause of social justice. The [Library's Statement on Equity, Diversity and Inclusion](#) provides more information.

ASSIGNMENT

As a member of the Special Collections & Rare Books division, the Digital and Outreach Archivist takes an innovative approach to archival management, with the inquisitiveness, flexibility, and drive to promote and enhance user access to digital content.

The Digital and Outreach Archivist manages and promotes archival collections, develops partnerships, implements best practices, and serves as a leader and a peer, working closely with colleagues in the Library and the wider SFU community.

As SCRB's lead for digital collections and services, the successful candidate will possess excellent interpersonal skills and practical technical knowledge to coordinate the preservation and access of digital records.

The Digital and Outreach Archivist:

Acquires, arranges and describes, preserves, and provides access to born-digital and digitized Special Collections materials.

- works with donors and colleagues on the acquisition of fonds and collections in support of larger SCRB initiatives, subject areas to be determined based on current collection strengths and incumbent's areas of interest;
- creates and maintains databases, finding aids, and other tools facilitating discovery of and access to Special Collections holdings;
- administers grant-funded projects and manages rights issues for digital collections.

Oversees and develops workflows for accessioning, describing, providing access to, and preserving born-digital and digitized content, and provides leadership to staff regarding prioritization of digital content.

- In accordance with the [Library's Digital Preservation Framework](#), the Action Plan for Born Digital Content, the Action Plan for High-Risk Physical Holdings Requiring Reformatting, and international standards and best practices, collaborates with key partners across the Library, University Archives, and beyond to oversee the preservation of digital records;
- educates donors and advises them on the use of services and tools to prepare digital objects for transfer to SCRB;
- coordinates the transfer of digital materials from a variety of current and legacy media formats such as tape, floppy disks, CDs, and hard drives. This work will require collaboration with SFU colleagues and external vendors;
- supervises and mentors library assistants, placement students, and other non-continuing staff on projects to provide access to digital content. This requires demonstrating an inclusive approach to other stakeholders' ideas.

In collaboration with Digital Library Services, the Library Communications Officer, and others, is responsible for SCRB's online presence, bringing a strong **user-centred approach** to communications, including the SCRB website and crafting messages for social media.

- coordinates efforts to promote and highlight holdings through collaboration with SCRB colleagues, Library Communications, and Digital Library Services;
- teaches classes and leads tours to promote use of SCRB holdings;
- curates exhibits that help increase awareness of the depth and range of SCRB holdings;
- in collaboration with the Digital Humanities Innovation Lab, assists with DH projects;
- communicates and collaborates with other Library divisions and external partners on digitization projects; supervises the creation of metadata for digital collections via use of metadata templates and guidelines. Collaborates with staff in RAMM to audit and perform clean-ups of metadata as needed.

General duties and responsibilities:

- participates on Library-wide committees and/or task forces;
- advances the values and goals outlined in the [Library's Strategic Plan](#);
- is responsible for other duties, as assigned.

QUALIFICATIONS

Required:

- Master's degree in Archival Studies, Information Studies, Archival and Library Studies, or another graduate degree with an Archival Studies specialization, from a recognized university archival education program.
- Demonstrated success with community engagement and outreach.
- Demonstrated knowledge of digital preservation theory and practice.
- Demonstrated project management experience, including time management skills and ability to set priorities and meet deadlines. Includes ability to be consultative and coordinate actions based on needs and expertise of various stakeholders.
- Minimum of 2 years experience with management of born-digital and digitized content in an archives or special collections setting (n.b. candidates can include internship or placement experience).
- Practical experience with open source or proprietary archival preservation software applications and platforms.
- Experience with digitization initiatives.
- Working knowledge of technical and metadata standards (e.g., PREMIS, METS, Dublin Core, MODS).
- Knowledge of copyright and intellectual property issues; Freedom of Information/Protection of Privacy (FOIPOP) legislation and requirements; and archival ethics.
- Ability to recognize, respect, and work effectively with individuals and groups with diverse perspectives and backgrounds. This extends to arranging and describing as well as providing access to Special Collections holdings that may include challenging perspectives.
- Ability to develop, maintain, and grow professional relationships and to contribute to a collegial team environment.
- Excellent interpersonal and intercultural communication skills, both orally and written.
- Commitment to continued professional development.
- Ability to advance equity, diversity, and inclusion and to identify ways in which SCRB and its holdings can advance social justice and Indigenous initiatives at the Library and SFU.

Preferred:

- Practical experience with one or more platforms or management systems used to provide access to collections such as those used at SFU (AtoM, Omeka, and Islandora).
- Experience documenting and/or revising archival management policies and procedures.
- Experience supervising the work of others such as library support staff or students.
- Experience developing research guides, exhibits, or other tools to promote and support use of archival and manuscript holdings.

TERMS OF APPOINTMENT

This is a full-time continuing Archivist position, beginning 1 March 2021 or as soon as the successful candidate is available.

Librarians and Archivists are members of the SFU Faculty Association. Terms, conditions and benefits of employment are outlined in the Collective Agreement: <http://www.sfu.ca/content/dam/sfu/faculty-relations/home/CA.pdf>

The successful applicant will be appointed at a salary level commensurate with their experience and qualifications. Current salary scales are available from: <https://www.sfu.ca/faculty-relations/salary.html>

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority. Simon Fraser University is committed to employment equity and encourages applications from qualified candidates of all genders, visible minorities, persons of First Nations, Inuit, or Métis heritage, persons with disabilities, and LGBTQ2SIA+ identified persons.

Under the authority of the University Act, personal information that is required by the University for academic appointment competitions will be collected. For further details see: http://www.sfu.ca/vpacademic/faculty_openings/Collection_Notice.html

Information about what to expect when you apply for a librarian position at SFU is available here: <https://www.lib.sfu.ca/about/overview/employment/what-expect-librarian-position>

TO APPLY

To be given assured consideration applications must be submitted by email in one consolidated PDF document with cover letter and curriculum vitae by 9:00 a.m. pacific time on November 2, 2020 to:

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