# Archivist [Career Librarian Position]

**Library - Off.of Chief Librar.**

Posted: October 2, 2022

Deadline to Apply: Monday, October 31, 2022

Located in downtown Toronto, the largest and most culturally diverse city in Canada and on the territory of the Anishinaabeg, Haudenosaunee and the Wendat Peoples, the University Libraries at [T oronto Metropolitan University](http://torontomu.ca/) (formerly Ryerson University) invite applications for the position of **Archivist**, effective as soon as possible. In recognition of the under- representation of racialized and Indigenous persons in academic librarian and archivist roles, the University Libraries especially welcome applications from racialized and Indigenous persons and such candidates are encouraged to self identify through our Applicant Diversity Self-ID questionnaire.

Indigenous candidates who would like to learn more about working at Toronto Metropolitan University are welcome to contact Tracey King, Miigis Kwe, the Indigenous Human Resources Lead and the Founding Co-Chair of the First Nations, Métis and Inuit Community Group at [t 26king@ryerson.ca](mailto:t26king@ryerson.ca).

Black identified candidates who wish to learn more about working at Toronto Metropolitan University are welcome to contact Shurla Charles-Forbes, [B lack Faculty & Staff Community Network](https://www.torontomu.ca/equity/community-networks-committees/black-faculty-staff-community-network/) at s [hurla.charlesforbes@ryerson.ca](mailto:shurla.charlesforbes@ryerson.ca).

For any questions or confidential accommodation needs in order to participate in the recruitment and selection process and/or inquiries regarding accessing the Faculty Recruitment Portal, please contact Anna Tassone at [a tassone@ryerson.ca](mailto:atassone@ryerson.ca).

## The Opportunity

The Archivist position offers an exciting opportunity for a future-focussed and progressive professional, who is a creative, dynamic and public service oriented archivist. As a member of the Archives and Special Collections team, the incumbent will collaborate on the development of a digital preservation strategy to increase access, prominence, and preservation of the archival collections housed and hosted by TMU Libraries, including community led projects.

TMU Libraries’ Archives was established to help support the learning and teaching needs and facilitate the scholarly, research and creative activities (SRC) of the University community by acquiring, describing and preserving specialized original archival materials and fonds. The Archives also serves as the institutional memory of the University community and includes the official archival holdings from the University. The Archives describes, houses, preserves, and makes accessible a broad range of primary source materials which provide an administrative, academic, fiscal, legal, social, and cultural record of the University. In addition, it collects, preserves and describes other primary source archival materials related to SRC and teaching areas of the University.

Within the context of a rapidly evolving print and digital environment, the incumbent is responsible for the effective planning, support, expansion and management of collections and services within the Archives and in collaboration with Special Collection and other areas of the Libraries. A strategy for expanding upon and enriching the areas of the Archives acquisitions through outreach and relationship building will be a key initial goal for the incumbent. This will include consideration of curricular, institutional and SRC strengths and areas of opportunity. Collaboration with faculty, staff and students, along with librarian colleagues will be key. The Archivist works closely with the ACL for SRC and the ACL for Teaching and Learning as well as department Head, other librarians and key library staff. The position reports to the Chief Librarian. The Archivist oversees the daily activities of two Archives Assistants. The Archivist works closely with the Director of Library Development in the consideration and evaluation of potential gifts-in-kind (GIK) and related donor stewardship.

## Responsibilities

Under the direction of the Associate Chief Librarian for SRC, the incumbent oversees the programs and staff of and Archives in accordance with established policies and procedures governing the appraisal/selection and disposition, acquisition, arrangement and description, preservation, reference and use of the archival records of Toronto Metropolitan University, private individuals and organizations.

The successful candidate will engage in a combination of professional duties, scholarly research or creative activity and/or professional development, and service duties, while maintaining an inclusive, equitable, and collegial work environment across all activities.

## Qualifications

The successful candidate shall hold an MA or MLS degree from an ALA-accredited institution or equivalent. A specialization in Archival Studies and/or Records Management is preferred. In addition, the candidate must present evidence of the following:

three or more years of relevant experience, with demonstrated progress toward increased responsibility in a university archives setting.

Proficiency in archival arrangement and description including standard schema such as RAD, ISAD(G), Dublin Core, etc.

Familiarity with current archival practices and emerging concepts related non-custodial holdings and community led and managed initiatives.

An understanding and commitment to decolonizing practices in archives and libraries.

An active commitment to equity, diversity, inclusion and accessibility in all aspects of their work and practice.

Experience and knowledge of the principles of Digital Preservation Management including working knowledge of the lifecycle of digital objects through an understanding of the Open Archival Information System (OAIS), the Digital Curation Centre’s Digital Curation Lifecycle model, or similar reference model.

Excellent working knowledge of archival database architecture and administration.

Experience with both Canadian Cultural Property Export Review Board (CCPERB) and GIK archival donation processes including monetary appraisal and the CCPERB application procedure.

Respect for and willingness to engage in collegial decision making through utilization of existing councils and governing bodies within the institution.

Experience and willingness to coordinate the generation of projects and workflows for interns; maintain awareness of relevant internship programs to advance specific projects.

Project management experience, specifically in planning exhibitions, blog postings, publications, and other events to showcase the work of Archives.

A commitment to the responsibility of truth and reconciliation as outlined in the Calls To Action. Flexibility and creativity in adapting to evolving staffing, liaison models, and emerging technologies.

A commitment to collaboration and collegiality and a strong focus on service to students, faculty and staff.

Excellent problem-solving and time-management skills and ability to operate effectively while balancing competing priorities.

Motivation to proactively identify work to be completed, and ability to prioritize and shift gears throughout the academic year cycle.

Strong written, verbal and interpersonal communication skills.

A commitment to our values of Equity, Diversity, and Inclusion as it pertains to service, teaching, and scholarly research or creative activities, including a demonstrated ability to make learning accessible and inclusive for a diverse student population.

An ability and willingness to contribute to the life of the Libraries and the University through collegial service.

Candidates possessing the following will be preferred:

Aptitude for thinking creatively and critically about information literacy programs and services.

Aptitude for thinking critically about best practices for academic libraries and trends in higher education. Understanding of scholarly communication including open access publishing, journal evaluation and research impact.

Our committee recognizes that professional archivists have varying career paths and that career interruptions can be part of an excellent career record.

This position falls under the jurisdiction of the Ryerson Faculty Association (RFA) ([www.rfanet.ca](http://www.rfanet.ca/)). The RFA collective agreement can be viewed h [ere](https://www.torontomu.ca/faculty-affairs/documents-forms/collective-agreements/rfa-collective-agreement/) and a summary of RFA benefits can be found [h ere](https://www.torontomu.ca/human-resources/rfa-full-time-LTF/).

## About TMU Libraries

A vibrant and innovative centre of exploration, research, creation and learning, TMULibraries are positioned at the core of the University’s academic, research and community engagement goals. The Libraries support a diverse community of learners and instructors, researchers and scholars, and community experts and entrepreneurs, and is a hub of interdisciplinary SRC. The dedicated team of more than 100 talented individuals supports a growing academic community, including new campuses and a growing number of international students. In addition to our main campus Library, TMU Libraries includes a Law Library branch. The Law Library at the Lincoln Alexander School of Law is Canada's newest academic law library, and offers collections and services that enable students and faculty to realize the School's vision of a progressive legal education designed to meet the needs of a new generation of lawyers. TMULibraries provide crucial academic learning, creation and research resources, programs, services and spaces. Its unique blend of expertise and programming, coupled with access to leading edge technology and an array of information resources, fosters a rich academic environment, supporting the University’s complement of degree programs, and advancing research and discovery, and community outreach and engagement.

The Libraries are committed to the *TRC Calls to Action* and are actively exploring ways to decolonize our work and these efforts are further supported by the Mash Koh Wee Kah Pooh Win ([Standing Strong Task Force](https://www.ryerson.ca/standing-strong-task-force/)) recommendations and the University’s in process renaming initiative. Our ongoing commitment to equity and community inclusion continue to shape and reaffirm our values and priorities as a Library and University.

## About Toronto Metropolitan University (TMU)

In August 2021, the former Ryerson University announced that it would begin a renaming process to reconcile the legacy of Egerton Ryerson for a more inclusive future. It was recently announced that the University is renamed to Toronto Metropolitan University with immediate effect. To learn more, please visit: [h ttps://www.ryerson.ca/next-chapter/](https://www.ryerson.ca/next-chapter/).

Serving a highly diverse student population of over 45,000, with 100+ u [ndergraduate](https://www.torontomu.ca/programs/undergraduate/) and [graduate](https://www.torontomu.ca/graduate/programs/) programs built on the integration of theoretical and practical learning and distinguished by a professionally focussed curriculum with a strong emphasis on excellence in teaching, research and creative activities, T [MU](https://www.torontomu.ca/about/) is a vibrant, urban university known for its culture of innovation, entrepreneurship, community engagement and city-building through its award-winning architecture.

## Working at TMU

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada’s leading comprehensive innovation university. At TMU and within our University Libraries, we firmly believe that equity, diversity and inclusion are integral to this path; our current [a cademic plan](https://www.torontomu.ca/provost/strategic-plans/academic-plan/) outlines each as core values and we work to embed them in all that we do.

Dedicated to a people first culture, TMU is proud to have been selected as one of Canada’s Best Diversity Employers and a Greater Toronto’s Top Employer. We invite you to explore the range of b [enefits and supports](https://www.torontomu.ca/faculty-affairs/faculty-resources/recruitment/information-for-candidates/) available to faculty and their family, including access to our diverse f [aculty and staff networks](https://www.torontomu.ca/equity/community-networks-committees/).

Visit us on Twitter: [@torontomet](https://twitter.com/torontomet), [@VPFAtorontomet](https://twitter.com/VPFAtorontomet) and [@TorontoMetHR](https://twitter.com/TorontoMetHR), and our L [inkedIn page](https://www.linkedin.com/school/torontometropolitanuniversity/).

TMU is committed to accessibility for persons with disabilities. To find out more about legal and policy obligations please visit the [a ccessibility](https://www.torontomu.ca/accessibility/) and H [uman Rights](https://www.torontomu.ca/humanrights/) websites.

Toronto Metropolitan University welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Métis and Inuit peoples, Indigenous peoples of North America, Black-identified persons, other racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+.

**Additional Information About the Position Employment Type:** Full-Time Career Employee (FTCE)

**Salary:** In accordance with Article 16.4 of the collective agreement, the salary minima are $75,846.36 for Librarian II and

$94,386.58 for Librarian III. Salary will be commensurate with experience and will increase annually by: i) an Across-the-Board increase and ii) one Career Development Increment (CDI) up to the maximum for satisfactory service and conditional upon receipt of the member’s annual report.

**Benefits:** Extended health, vision, dental, insurance, tuition waiver benefits and access to the Ryerson Retirement Pension Plan. Five weeks’ vacation per completed year of service. Sixteen professional development days per year.

<https://www.ryerson.ca/hr/employee-resources/rfa/full-time-LTF/pay-info/>

**Location of Work:** Downtown Toronto

## How to Apply

Applicants must submit their application online via the [F aculty Recruitment Portal](https://hr.cf.ryerson.ca/ams/faculty/) [<https://hr.cf.ryerson.ca/ams/faculty/>] by clicking on “Start Application Process” to begin. Applications, consisting of the following, must be received by October 31, 2022. The position will remain open until filled.

a letter of application; a curriculum vitae; and

names of three individuals who may be contacted for references.

Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority, in accordance with Canadian immigration regulations. Candidates must therefore indicate in their application if they are a permanent resident or citizen of Canada.