POSITION POSTING

Archivist
McGill Library (ROAAr)

Number of vacancies: two
Position type: temporary, full-time
Duration: until August 28, 2020
Salary minimum: salary commensurate with experience
Posting number: 20-MC0001

The McGill Library seeks two innovative, autonomous and resourceful archivists to assist in the provision of a range of archival, library and information services and collections to support teaching, leaning, research and outreach activities in the McGill Library.

DUTIES
Duties and responsibilities include, but are not limited to:

1. Provide on-site and remote assistance and consultation services to clients in relation to specific teaching, learning, or research needs.
2. Advise clients on effectively discovering, accessing and using the full range of library and information resources available to meet teaching, learning and research needs with particular emphasis on archival fonds and collections.
3. Develop and maintain archival documentation, including web content, finding aids and user guides.
4. Apply copyright and privacy legislation to archival holdings for reproduction and dissemination, respectively.
5. Perform standard archival functions, such as pre-inventory and pre-processing of fonds and collections.
6. Develop and maintain appropriate liaison functions and communications to further promote archival collections with faculties, departments and units.
7. Participate and support both the Rare Books & Special Collections, Archives and ROAAr digitization projects in accordance with the Library’s digitization program.
8. Assist in fundraising, grantsmanship, development and outreach activities as appropriate.
9. Create and maintain spreadsheets and other systems as appropriate
10. Assist in ensuring that proper conservation and preservation standards are followed for all formats and media types.
11. Work in partnership with students, faculty and library staff, as well as external groups, on projects and public events.
12. Attend various library, faculty and university-wide committees and represent the library on internal and external committees as required.

**Reporting relationship**
The Archivists will report to the Assistant Head Librarian, Rare Books & Special Collections (ROAAr).

**REQUIREMENTS**
- MLIS / MAS or related Master’s degree
- Ability to understand and respond to priorities and trends in the archival profession, Library and University environments
- Strong interpersonal skills; ability to work independently and as part of a team
- Excellent oral and written communication skills in both English and French
- Knowledge and experience with Rules of Archival Description and Canadian archival standards and practices, including archival appraisal, the management and preservation of archival records, reference and outreach
- Ability to conduct information skills and archival literacy classes for small and large groups.
- Understanding of or familiarity with AtoM and the MS Office.
- High level of professionalism and commitment to the organization and its mission and the ability to work flexibly in a changing environment
- Ability to promote the Archives and its services to clients, including the ability to present a positive image of the Archives, both internally and externally
- Experience supervising student interns an asset
- Experience with grant writing preferred

**APPLICATION PROCEDURES**
Applications should address the above selection criteria and should be submitted by February 14, 2020, as one (1).pdf document. Please indicate the number of the posting (20-MC0001) on the letter of interest and on the subject line of the email.

Isabelle Roberge  
Office of the Trenholme Dean of Libraries  
McGill University  
3459 McTavish Street  
Montreal, QC H3A 0C9  
Fax: (514) 398-3561  
Email: application.library@mcgill.ca

*COMMITMENT TO EQUITY AND DIVERSITY*
McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome and encourage applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill further recognizes and fairly considers the impact of leaves (e.g., family care or health-related) that may contribute to career interruptions or slowdowns. Candidates are encouraged to signal any leave that affected productivity, may have had an effect on their career path. This information will be considered to ensure the equitable assessment of the candidate’s record.

McGill implements an employment equity program and encourages members of designated equity groups to self-identify. It further seeks to ensure the equitable treatment and full inclusion of persons with disabilities by striving for the implementation of universal design principles transversally, across all facets of the University community, and through accommodation policies and procedures. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence accessibilityrequest.hr@mcgill.ca or 514-398-3711.

All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadians and permanent residents will be given priority.