

Memorial University Libraries

Memorial University of Newfoundland invites applications for a permanent tenure-track appointment in the University Library System.

Archivist
Queen Elizabeth II Library
Archives and Special Collections

The person we want to hire:

Memorial University is looking for an energetic and highly motivated archivist with a strong background in the performing arts, one who has a keen interest in public service and enjoys interacting with people. The person hired will excel at planning, delivering archival services and shaping the collecting of primary resources in the performing arts. This individual also will be responsible for overseeing the management of the University's art collection. The successful candidate should be committed to a reflective professional practice, with the ability to identify needs, create solutions and work effectively both as part of a team and as an individual.

Applicants must have a degree from an ALA accredited graduate program. We encourage applications from archivists who have advanced academic qualifications in one of the performing arts (theatre, film or dance being most desired), or in art history. You should be attracted to an evolving workplace that strives to meet changing user needs and the long-term requirements of research and scholarship.

Since our future will be defined by emerging technologies, familiarity with the current state of information technology and keeping abreast of its evolution, and in particular its application to collecting, preserving and providing access to archival documentation of the performing arts, and the management of visual art in its various formats are also needed. Previous experience in working with performing arts or visual art collections in an archival or library setting would be an asset.

What your responsibilities will be:

As a full-time member of the Archives and Special Collections division, the successful candidate will be primarily responsible for managing the Performing Arts Collections, including collection development, appraisal and selection, arrangement and description, responding to reference inquiries and community outreach. Other duties will include: to serve as University liaison with

the Art Gallery of Newfoundland Labrador at the Rooms, which houses the university's art collection; to co-ordinate the exhibit and display of items from the University's art collection both on and off campus; to provide bibliographic instruction on archival holdings to university classes; to co-ordinate the division's involvement in the Library's Digital Archives Initiative; to prepare catalogue records and metadata for archival collections; to keep abreast of new technologies in archives; and to represent the division on a variety of library and university committees. This position reports to the Head of Archives and Special Collections.

Who we are:

The Queen Elizabeth II library is the largest branch of a highly centralized library system. It is the primary service point for all disciplines on the St. John's campus except for the health sciences. Memorial's librarians are forward-looking and dedicated professionals, committed to high standards of service. Our mission is to support the University's research and teaching agenda and student success at all levels. With a complement of 30 professional librarians and 100 support staff, the library has an annual materials expenditure of \$6.5 million. This library is growing and evolving rapidly. Challenges in the changing environment will make the next decade an exciting time to test assumptions about the style and content of professional practice. For more details about us see <http://www.library.mun.ca>.

Benefits:

This is a tenure-track appointment. An appointment at the rank of Librarian I or II is anticipated. Salary floors as of August 31, 2009, are \$46,391 and \$53,107 for Librarian I and II respectively. Actual salary will recognize experience and qualifications. Memorial offers this position, as part of the bargaining unit, with standard academic benefits including provision of time for research and professional development. For more details see <http://www.mun.ca/munfa/CA2007-09.pdf>.

Procedures:

Interested qualified individuals should send a resume and names and contact information for three references to:

Lorraine Busby
University Librarian
Memorial University of Newfoundland
St. John's, Newfoundland and Labrador
Canada A1B 3Y1

Tel: (709) 737-3862
Fax: (709) 737-2153
Email: univlib@mun.ca

The deadline for applications is February 12, 2010. Please cite competition number VPA-QEII-2010-001.

Memorial University of Newfoundland is committed to employment equity and encourages applications from qualified women and men, visible minorities, aboriginal people and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Posted: January 14, 2010