



Vaughan Memorial Library & Esther Clark Wright Archives
Digital Archivist (Archivist I, II, or III)
Probationary Appointment

Acadia University and the Library & Archives acknowledge that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaw Nation. This land is governed by the treaties of Peace and Friendship, first signed by the Mi'kmaq, Wolastoqey, Peskotomuhkatiyik, and the British Crown in 1726. These treaties did not implicate or affirm the surrender or transfer of land to the British, but recognized Mi'kmaq and Wolastoqey title and set the rules for what was to be a long-standing relationship between nations. As an educational institution, we are continually learning more about how we can deeply engage and move forward the work of truth, reconciliation, and equity. As faculty, staff, and students, we are grateful to live and work in Mi'kma'ki. We recognize that without action, an acknowledgment is empty. It marks the beginning of the work ahead of us, not the end.

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require any accommodations at any point during the application and hiring process, please contact Erin Patterson, Head of Research Services, at erin.patterson@acadiau.ca.

About Acadia University: Acadia University is recognized as one of Canada's premier undergraduate institutions, offering a liberal arts education unique among post-secondary institutions. Academic innovation and a technology-rich teaching and learning environment have garnered the university a reputation for excellence. Our progressive workplace is located only one hour from Halifax in Nova Scotia's beautiful Annapolis Valley.

As outlined in the 16th Collective Agreement between the Faculty Association and the Board of Governors, faculty receive a range of benefits including a defined benefit pension plan, yearly professional development funds, dental/vision insurance, health insurance to complement the public system, and internal research funding opportunities.

About the Library & Archives: Located at the heart of the campus, the Library & Archives is the research centre for students and faculty and is committed to providing the highest standard of programs, services, and resources in support of learning, teaching, research and scholarly communication. The Library & Archives supports the University's teaching and research programs in the Faculties of Arts, Pure and Applied Science, Professional Studies, and Theology. The Esther Clark Wright Archives opened in 1989 and holds university records, Acadia theses, Annapolis Valley records, and the Atlantic Baptist Archives. Acadia's Special Collections and archival holdings are heavily used by Acadia students and faculty and by researchers from around the world.

The **Library & Archives** invites applications from candidates for a full-time Digital Archivist position at the rank of Archivist I, II, or III (commensurate with experience) beginning on July 1, 2023 or as soon as possible thereafter. The successful applicant will hold an initial probationary appointment (normally three years) before applying for conversion to a continuing appointment.

The **Digital Archivist** will assume responsibility for born-digital collections and establish strategy, policies, and procedures for acquiring, appraising, accessioning, arranging, describing, preserving, and providing access to born-digital archival materials. The Digital Archivist may also provide expertise for digitization projects of analog archival and Special Collections materials. The Digital Archivist will liaise with academic Departments and Schools across campus to integrate information literacy into classes and to encourage and support students' and faculty members' research involving digital archival materials. The Digital Archivist will also assume responsibility for **Special Collections**. As a faculty member, the Digital Archivist is expected to pursue their own scholarly research. As a

member of the Archives and Special Collections team, the Digital Archivist will participate equitably in providing reference service both virtually and in person in the Watson Kirkconnell reading room, and may supervise staff and student assistants. All faculty members at Acadia are expected to participate in service activities that benefit the University, the profession, and the broader academic community.

Academic Qualifications:

- Master's Degree in Library, Information, and/or Archival Science from a school accredited by the American Library Association (or equivalent accrediting body)

Required Qualifications:

- experience with or demonstrated understanding of born-digital and analog archival materials
- knowledge of standards for archival description
- knowledge of theory, best practices, and technical requirements for digital preservation, including e-mail transfer and web archiving
- experience or demonstrated understanding of Special Collections
- demonstrated ability to take initiative, set own priorities, and work independently
- demonstrated ability to work collaboratively with others
- ability to engage professionally with students, staff, faculty, senior administrators, external researchers, and members of the general public

Desired Qualifications:

- knowledge of Atlantic Baptist history
- knowledge of Annapolis Valley history
- practical experience with digital transfer, preservation, and access tools and software
- experience with writing grant applications
- familiarity with Islandora

How to Apply: Candidates are asked to submit their application in a single PDF document to Faculty.Careers@AcadiaU.ca. Receipt of the application will be acknowledged via email. Applications should include the following:

- cover letter addressed to Erin Patterson, Head of Research Services;
- current curriculum vitae;
- names and email/phone contact information of three references (to be contacted if short-listed).

Acadia University invites applications from all qualified individuals; however, Canadians and permanent residents shall be given priority. The University encourages applications from Indigenous people; African Canadians; African Nova Scotians; persons with disabilities; visible minorities; women; persons of any minority sexuality, gender identity or gender expression; and all intersections of these identities. Acadia embraces the principles of equity, diversity, and inclusion as fundamental in creating an expansive academic environment and champions diverse knowledge systems as pillars of academic excellence.

All applicants are **required** to submit an online [Employment Equity Self-Identification Form](#) as part of their application package. **The form provides the option of self-identifying based on the applicant's comfort level.** Failure to complete the form by the closing date will result in the disqualification of your application.

Closing Date: May 15, 2023 at 5pm ADT