Queen's University Library
Conservator (Archivist) (up to 15-month term)

November 2026

Queen's University Library invites applications for a Limited-Term Appointment at the rank of General Archivist (Rank will be commensurate with experience and qualifications). Salary range is $71,012 to $110,956 with preferred start date of early 2027. This job posting is to fill a leave of absence.

QUALIFICATIONS

Required

- A graduate degree in conservation from an accredited program or equivalent combination of education and experience.
- Minimum one (1) year experience working in the conservation field.
- Knowledge of chemical and physical properties of conservation materials and deterioration processes.
- Demonstrated knowledge of conservation history and ethics, such as the Code of Ethics and Guidance for Practice of the Canadian Association for Conservation of Cultural Property and of the Canadian Association of Professional Conservators.
- Demonstrated ability to perform high-quality conservation treatments, primarily books and paper, and to communicate effectively about treatment options and decisions.
- Demonstrated project management skills; flexibility, creativity; and excellent interpersonal, organizational and communication skills.
- Demonstrated ability to collaborate and direct teams and manage resources responsibly; ability to work effectively independently.
- Knowledge of emergency preparedness and emergency response procedures.
- Physical ability to conduct conservation work (excellent hand-eye coordination and manual dexterity; ability to work standing up for many hours, work light machinery such as a board shear, lift and carry moderate weight, wear protective equipment when necessary).
- Demonstrated commitment to advancing the principles of Indigenization, equity, diversity, inclusion, anti-racism, and accessibility (I-EDIAA) in conservation environments and practices.

Preferred

- Three (3) or more years working in the conservation field.
- Demonstrated ability to perform high-quality conservation treatments on formats, such as photographs, leather/vellum, audiovisual media, ephemera, and/or three-dimensional objects.
- Experience in an academic environment with a variety of staff and faculty.
- Knowledge of preservation issues in different types of cultural institutions.
- Knowledge of archival theory and practice.
- Knowledge of the history of bookbinding.
- A record of professional engagement and contribution, such as research, publication, and involvement in pertinent professional and scholarly organizations.

Vaccination Requirements

Prior to May 1, 2022, the University required all students, faculty, staff, and visitors (including contractors) to declare their COVID-19 vaccination status and provide proof that they were fully vaccinated or had an approved accommodation to engage in in-person University activities. These requirements were suspended effective May 1, 2022, but the University may reinstate them at any point.

Description

Located at Queen's University in Kingston, the Conservator reports to the University Archivist & Associate University Librarian. The Conservator is a Limited-term position that collaborates regularly with a team of archivists, librarians, and staff in the library's Archives and Special Collections (ASC) division.

This position promotes and sustains a shared institutional vision for the library system including advancing common goals and committing to a learning organization philosophy of continuous staff development, engagement, and teamwork.

The Conservator plays a role in supporting the library's fundamental value of information access, stewardship and preservation, on a global scale for local needs, as well as the principle of enhancing learning and research through improved accessibility, presentation, and preservation.

The Conservator oversees the preservation and conservation program for Archives and Special Collections focusing on addressing the inherent and ongoing needs in the substantial, significant, rare, and unique collections, while providing advisory services to the library system. The Conservator manages two service points responsible for assessing, preserving and conserving collections stored across three campus buildings. In addition, the Conservator carries out conservation treatment procedures of archival and library material, particularly paper and rare book conservation, employing specialized techniques to restore, repair and conserve such items.

The position encompasses the full range of academic responsibilities as outlined in section 15.1.1 of the QUFA Collective Agreement. Please see the full position description here.

Institution

From Nobel Prize-winning research exploring the building blocks of the universe to cancer care and treatment to sustainable technologies, Queen's University is tackling humanity's most pressing challenges.

A member of the U15 group of Canadian research universities, Queen's is home to a vibrant research community that includes 46 Canada Research Chairs, two Canada Excellence Research Chairs, and over 20 research institutes who work in partnership with communities, governments, and industry to advance research and innovation, making a measured impact on Canada and the world.

Queen's is in the top 200 of the QS World University Rankings. In 2026, for the sixth straight year, Queen's ranked among the global top 10 in the Times Higher Education (THE) Impact Rankings. THE Impact Rankings, an international ranking of universities that are advancing the

UN Sustainable Development Goals within and beyond their local communities. Queen's placed fourth worldwide and first in Canada out of over 1,600 universities in more than 115 countries.

At Queen's University, we are committed to advancing Indigenization, Equity, Diversity, Inclusion, Accessibility, and Anti-Racism (I-EDIAA) as core priorities that shape our workplace and research culture. We recognize that diversity drives innovation, strengthens collaboration, and helps remove barriers so that everyone can thrive. Our eight employee resource groups (ERGs) play a vital role in fostering belonging, amplifying diverse voices, and supporting employees across the university. Faculty and their dependents are eligible for an extensive benefits package that includes prescription drug coverage, vision care, dental care, long-term disability insurance, life insurance, and access to the Employee and Family Assistance Program. Employees also participate in a pension plan, and tuition assistance is available for qualifying employees, their spouses, and dependent children. Queen's values families and provides a "top up" to government parental leave benefits for eligible employees on maternity/parental leave, as well as partial reimbursement for eligible daycare expenses. Full details are outlined in the Queen's–QUFA Collective Agreement, and more information on employee benefits can be found through Queen's Human Resources.

The City

The University is situated on the traditional territories of the Haudenosaunee and Anishinaabe, in historic Kingston on the shores of Lake Ontario. Queen's is an integral part of the Kingston community, with the campus nestled in the core of the city, only a 10-minute walk to downtown. Kingston's residents enjoy an outstanding quality of life with a wide range of cultural and creative opportunities, with access to many natural areas and proximity to vibrant First Nations Communities including Tyendinaga and Akwesasne. Kingston is a unique Canadian city of 132,000 with a distinct blend of history, recreation, industry, and learning. Kingston offers unique waterfront living with many recreational opportunities. It is within a two-and-a-half hour drive (two-hour train ride) to the commercial, industrial and political hubs of Toronto, Montreal, and the nation's capital, Ottawa, and a thirty minute drive from the international bridge linking Ontario and upstate New York. The city is also the origin of the Rideau Canal system – a UNESCO International Heritage site, and is close to Frontenac Provincial Park, the Thousand Islands National Park, and the Frontenac Arch UNESCO World Biosphere Reserve. The Queen's University Biological Station, north of the city, encompasses 34 km2 of diverse lands, affording premier learning and research opportunities. Visit Inclusive Queen's for information on equity, diversity and inclusion resources and initiatives.

How to Apply

The University invites applications from all qualified individuals. Queen's is strongly committed to employment equity, diversity and inclusion in the workplace and encourages applications from Black, racialized/visible minority and Indigenous people, women, persons with disabilities, and 2SLGBTQ+ persons.

In addition, the impact of certain circumstances that may legitimately affect a nominee's record of research achievement will be given careful consideration when assessing the nominee's research productivity. Candidates are encouraged to provide relevant information about their experience and/or career interruptions.

The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the interview process, please contact Library HR at library.hr@queensu.ca.

Applications from all qualified candidates will be considered in the applicant pool. The successful candidate must be legally eligible to work in Canada at the time of appointment. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens, permanent residents of Canada, and any qualified individuals who have a valid legal work status in Canada. Please indicate in your application if you have a valid legal work status in Canada.

Those interested in this position should submit a complete application package, including the following documents:

- A cover letter, indicating whether or not you have a valid legal work status in Canada
- A current Curriculum Vitae
- A statement describing your experience with and commitment to advancing I-EDIAA, including how these principles inform your practice, supervision, and training
- Three references and their contact information

The deadline for applications is December 13, 2026.

Applicants are encouraged to send all documents in their application packages electronically as a single PDF file to library.hr@queensu.ca.

Academic staff at Queen's University are governed by a Collective Agreement between the University and the Queen's University Faculty Association (QUFA), which is posted at http://queensu.ca/facultyrelations/faculty-librarians-and-archivists/collective-agreement and at http://www.qufa.ca.