



ARNPRIOR & MCNAB/BRAESIDE ARCHIVES

613-623-0001

www.ADArchives.org

JOB POSTING: Archivist (contract)

Job Title: Consulting Archivist

Location: Arnprior, Ontario

Job Type: Contract, 21 hr./wk. flexible

Hourly rate: To Be Determined

Closing Date: April 18, 2018

To apply: Submit a resumé with a cover letter (MS Word or pdf format) to:

Arnprior & McNab/Braeside Archives
21B Madawaska Street Arnprior, Ontario K7S 1R6
ATTN: Irene Robillard
OR
Email: arnpriorarchives@gmail.com

Position Purpose:

Reporting to the Board of Management of the Arnprior & McNab/Braeside Archives (AMBA), a non-profit, charitable organization, the Archivist provides leadership in all archives services and collaborates with volunteers. Services include identification, acquisition, description, preservation and provision of access to holdings, in house and online, related to the history of the Town of Arnprior and the Township of McNab/Braeside.

Responsibilities may include:

- Acquisition, appraisal and acknowledgement of historical records.
- Description of holdings according to Rules for Archival Description, updating of DB/Textworks, and uploading to the online search facility.
- Preservation of fonds and ongoing Emergency Response Planning.
- Training and supervision of volunteers and administrative staff.
- Reference and reproduction services to clients.
- Assisting the Board with archival grant applications.
- Assisting the Board with outreach activities.

Qualifications:

- Successful completion of a minimum of a Community College certificate in Archival Studies or an equivalent combination of education and experience.
- Two to three years' experience related to archives management desirable.
- Knowledge of modern archival theory, standards and procedures, including the Rules for Archival Description (RAD) and experience arranging and describing archival records according to RAD.
- Knowledge of basic conservation techniques for the preservation of archival materials.
- Proven capabilities in customer service, communication, self-management and volunteer supervision.
- Computer literacy utilizing MS Office software applications and familiarity with DB/Textworks.
- Knowledge of digitization best practices, imaging software and hardware, and social media.
- Ability to lift up to forty (40) pounds/eighteen (18) kilograms onto shelves of varying height.

We thank all applicants for their interest. Only those considered for an interview will be contacted. Accessible location. Personal information is protected and collected for the purpose of determining applicant eligibility for potential employment.