

South Peace Regional Archives

Archivist Job Description

The purpose of the South Peace Regional Archives Society is to encourage the appreciation and study of the history of the south Peace River Country of Alberta by acquiring, preserving, and making accessible to the public, records in any format which reflect the cultural, social, economic and political history of this area. The Archivist at South Peace Regional Archives oversees the process of acquisition, preservation and accessibility of archival records. The Archivist works with both the Awareness Committee to develop educational programs and events that enhance public awareness, as well as the Indigenous History Committee to foster Reconciliation efforts in the Archives. The Archivist works with and reports to the Executive Director.

Responsibilities and Activities

1. Acquisition. The Archivist draws on extensive knowledge of archival science to acquire authentic records of enduring value to develop a "full spectrum holdings"; meaning a full range of both public and private records related to the south Peace River Country of Alberta regardless of media.
 - a. Appraises records offered for donation to determine whether or not they should be acquired.
 - b. Guides members of the public through the records donation process, advising them on the legal transfer of ownership, and negotiating access and use conditions.
 - c. Maintains the accession register and the accession files.
 - d. Assists in producing and implementing policies and procedures regarding acquisitions.
2. Preservation. The Archivist supports the mission and business goals of the South Peace Regional Archives by overseeing the physical control and permanent preservation of the records.
 - a. Evaluates and assigns use and value priorities to the archival holdings so that the appropriate preservation and conservation measures are applied to the records.
 - b. Performs tasks and supervises the preservation activities of archival technicians, summer students, volunteers, contractors and interns.
 - c. Examines the records and uses technical knowledge to identify formats and determine specific care and storage requirements.
 - d. Provides instruction to other staff, members of the public, and other institutions on the proper care, handling, and preservation of records of all media.
 - e. Assists with grant applications for preservation projects.
3. Accessibility. The Archivist establishes intellectual control of the records according to national archival standards.
 - a. Conducts research to determine the provenance, arrangement, composition, scope, informational content, and internal and external relationships of the records.
 - b. Prepares detailed descriptions about the structure, function and content of the records and records creator according to the Canadian Rules of Archival Description.
 - c. Reformats the material as necessary for public access, including scanning
 - d. Assists researchers and members of the public, providing access to holdings and advising them with respect to provincial access and federal use legislation.
 - e. Provide advice on copyright questions regarding the use of archival records.

4. Education. The Archivist works actively with the Awareness Committee to plan and produce educational programs and special events in accordance with the South Peace Regional Archives Society's goal to promote appreciation for the historical resources and culture of the south Peace. The Archivists work in partnership with other organizations and community groups to support or create community events.
 - a. Develops exhibits to increase the profile of the SPRA.
 - b. Provides archival education by conducting workshops, giving presentations, and writing articles for publication.
 - c. Participates in provincial and national associations, advisory boards and cross-government initiatives to foster partnerships with various stakeholders groups.
 - d. Provides professional advice to archives staff and members of the public.
 - e. Provides advice regarding national and provincial legislation as it relates to archival practice.

5. Reconciliation. The Archivist supports the South Peace Regional Archives Society to meet their goal to work toward Reconciliation. The Archivist encourages the Indigenous History Committee to increase awareness of Indigenous records, history, and ways of knowing.
 - a. Researches national, provincial, and local Reconciliation activities to help educate the staff and Board of the South Peace Regional Archives Society.
 - b. Seeks ways to increase accessibility of Indigenous records at the South Peace Regional Archives, including grant opportunities.
 - c. Develops and maintains relationships with local Indigenous individuals and communities to better understand the archival needs of local Indigenous communities.
 - d. Works to encourage participatory approaches to all aspects of archival work that better reflect Indigenous ways of knowing and sharing history.

6. Work with Executive Director. The Archivist works actively with the Executive Director to help prepare grants, reports, and other administrative functions. The Archivist is responsible for supervising designated staff and volunteer projects.
 - a. Assist the Executive Director with grant writing including determining projects and establishing goals and timelines for projects.
 - b. Assists with hiring and supervising students, contractors, and assistants.
 - c. Assists with preparation of reports for the Board, funding partners, and others
 - d. Develops volunteer programming and supervises volunteer projects.
 - e. In the absence of the Executive Director, the Archivist may work with the Board of Directors and Administrative Assistant to manage some administrative functions.

7. Performance and Evaluation.
 - a. The Archivist position carries with it a probationary period of six months, during which time employment may be terminated by either party without penalty.
 - b. A formative evaluation of the Archivist will be conducted by the Executive Director on an annual basis to support the goals of the organization and the individual.
 - c. A summative evaluation will be activated only in extreme situations.

Qualifications

- A degree in Archival Studies, Library and Information Studies, or a related field is required. A master's degree is preferred. Additional coursework in a related field would be considered an asset.
- Experience working in an archival setting is required. Experience supervising staff/volunteers, in project management, and/or working with government records in an archival setting would be considered an asset.
- A solid understanding of principles, standards and methodology of archival science and records management, and proven skills in the interpretation and application of archival theories.
- Familiarity with primary historical research techniques and trends and awareness of the needs of disciplines that utilize archival sources.
- Awareness of Canadian and Alberta history, political climate, and social context in which records were created.
- Good understanding of Reconciliation, and the history of settler and Indigenous relations in Canada.
- Good understanding of system requirements for the Archives. Familiarity with Microsoft Access Software and/or Access to Memory (AtoM) Software would be considered an asset.
- Strong organizational, communication, analytical and research skills.
- Supervisory and interpersonal skills to motivate staff, volunteers, members of the public, outside organizations, and other stakeholders.
- Good conflict resolution and negotiation skills.
- A strong aptitude for independent decision making and acting with initiative.

In addition to these qualifications, the successful candidate must:

- Have a valid driver's licence.
- Be willing and able work some flex time or overtime, including evenings and weekends, as required.
- Be willing and able travel for events, meetings, and training.
- Be able to lift 40lbs/18kg (ex. archival boxes) on a regular basis