

Archives Assistant (Student)

Temporary contact: 3 May – 20 August 2022

\$18.06 per hour; 35 hours per week

Grande Prairie, Alberta

Application deadline: 20 March 2022

Position Summary:

The purpose of the South Peace Regional Archives Society is to encourage the appreciation and study of the history of the South Peace River area by acquiring, preserving, and making accessible to the public records that reflect the cultural, social, economic and political history of this area. The Archives Assistant (Student) contributes to that purpose by providing public education regarding the importance of archives and processing archival records so that they are available for public research. In addition, the Archives Assistant (Student) contributes the Archives' response to the TRC Calls to Action by producing Indigenous-centered content and liaising with the Indigenous History Committee on special projects.

Qualifications:

The Archives Assistant (Student) is a young adult, ages 16-30, with an interest in the history of the South Peace area of Alberta and working in the cultural heritage field.

An ideal candidate for this position would demonstrate:

- Relevant experience or education in archival studies, library science, information studies, history, social sciences, humanities, or a related field. Education at a master's level would be an asset.
- Awareness of Canadian history
- Interest in learning about Indigenous cultural heritage and how Archives are working towards Reconciliation
- Strong interpersonal skills and ability to work both independently and as a team member
- Strong communication and research skills
- Ability to complete computer projects using web browsers, Microsoft Outlook, Word, Excel, and PowerPoint. Experience with Microsoft Access and Publisher would be an asset.
- Ability to lift 40 pounds (i.e. archival boxes documents) regularly

The Archives Assistant (Student) position is contingent on the Young Canada Works Program funding. Therefore, the successful candidate must meet the eligibility criteria for YCW:

- Be a Canadian citizen or a permanent resident, or have refugee status in Canada. Note: Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible.
- Be legally entitled to work in Canada.
- Be between 16 and 30 years of age at the start of employment

- Be registered in the YCW online candidate inventory.
- Be willing to commit to the full duration of the work assignment.
- Not have another full-time job while employed in a YCW job.
- Have registered as a full-time* student in the semester preceding the YCW job (*as defined by your educational institution)
- Intend to return to full-time studies* in the semester immediately following the YCW summer job (*as defined by your educational institution).

Duties and Responsibilities:

The position will introduce a student to a wide range of duties in cultural heritage. Specific duties include, but are not limited to:

- Engaging in hands-on training with Archives staff and volunteers
- Liaising with the Indigenous History Committee to support ongoing Reconciliation initiatives
- Assisting in planning educational programs and social media campaigns
- Preparing and presenting public programming
- Conducting research using archival resources and records
- Processing archival materials, so they are available for consultation
- Digitizing and transcribing archival materials
- Writing articles for publication on Archives blog, and in the Telling Our Stories magazine.
- Networking with professionals and enthusiasts in the heritage field
- Participating in professional development opportunities such as Indigenous History Committee meetings, Spirit of the Peace meetings, and other virtual workshops as classes, as time permits.

To Apply:

Applicants must forward an application consisting of a resume and cover letter no later than 20 March 2022 to be considered for this position. Incomplete applications will not be considered for this position.

Applications must be sent to South Peace Regional Archives Executive Director Ellyn Vandekerkhove via email at **Director@SouthPeaceArchives.org**.

Candidates selected for an interview will be required to provide two references knowledgeable of their qualifications for this position.

The South Peace Regional Archives is an equal opportunity employer. We encourage applications from Indigenous persons, persons with disabilities, members of visible minorities, new Canadians, and others who may contribute to the diversity of our organization.

This position is contingent on funding from the Young Canada Works Program. Funding success is not guaranteed. The South Peace Regional Archives will notify candidates selected for an interview of funding status when it becomes available.

About the South Peace Regional Archives:

The South Peace Regional Archives (SPRA) is a non-profit organization dedicated to gathering, preserving, and sharing the historical records of the region. We add value to people's lives by increasing their understanding and appreciation of the past. The Archives provides access to our records through our public reading room, scheduled events, and website. Last year, our dedicated team of staff and volunteers served an area with a combined population of more than 94,000 people, within the boundaries of Birch Hills County, the City of Grande Prairie, the County of Grande Prairie, the Municipal District of Greenview, the Municipal District of Spirit River, and Saddle Hills County. Visit www.SouthPeaceArchives.org for more information.

About the City of Grande Prairie:

The City of Grande Prairie is located in Northwestern Alberta. The South Peace Regional Archives is centrally located in scenic Muskoseepi Park alongside the Grande Prairie Museum and is accessible via driving, public transportation, and a network of walking trails. The City of Grande Prairie and the surrounding area provide many activities for you to make the most of your summer. Embrace your artistic side by joining an arts community that includes the Centre for Creative Arts, the Art Gallery of Grande Prairie, and Grande Prairie Live Theatre. Spend your weekends hiking and camping at nearby provincial parks or completing volunteer fossil collection at the Pipestone Creek bonebed. Lace up your shoes or volunteer at one of the numerous runs, including the Brian Harms Memorial Race (May), Tuffest 10 Trail Race (June), Off the Grid Adventure Race (August) and Glow Fun Run (August). Attend popular community activities such as the weekly Farmer's Market, Reel Shorts International Film Festival, Grande Prairie Stompede, Street Performers Festival, Heritage Day, and the Bear Creek Folk Music Festival. Grande Prairie looks forward to welcoming you!