

Now Hiring: Archivist

Position Details

Position Title: Archivist

Position Type: Full time; permanent

Hours: 35 hours per week

Location: Grande Prairie, Alberta

Salary Range: \$42,000 - \$55,000

Position Closing Date: March 23, 2022

Tentative Start Date: May 1, 2022

Direct Supervisor: Executive Director

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 Country of Alberta by acquiring, preserving, and making accessible to the public records which reflect the cultural, social, economic and political history of this area. The Archivist at the South Peace Regional Archives provides archival expertise to the organization. They oversee the acquisition, preservation, arrangement and description, and access to our holdings, as well as ongoing collections management.

Additionally, they provide expertise and support to staff, volunteers, members of the board, and the community, and contribute to the long-term planning, growth, and outreach activities of the organization.

The South Peace Regional Archives is located on the ancestral and traditional lands of many Indigenous peoples and within the territory of Treaty 8. We are dedicated to honouring the Calls for Action of the Truth and Reconciliation Commission, and the Archivist plays a key role in these efforts. In addition, the Archives will be moving to a new location in early 2023. Preparing for the move will be a key project for the Archivist in the first year of the position.

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 range of both public and private records related to the south peace region 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 our holdings.
 - 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 other staff and volunteers.
 - 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.
3. Arrangement and Description. The Archivist establishes physical and 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. Enter archival descriptions into the database.
 - e. Produce finding aids.
4. Collections Management: The Archivist oversees the care of the holdings of the South Peace Regional Archives.
 - a. Conversion of the Archives Database from Microsoft Access to Access to Memory (AtoM).
 - b. Inventory and rehouse the collection as needed.
 - c. Housekeeping and pest management.

- d. Environmental monitoring.
5. Access: The Archivist assists researchers in accessing the holdings of the South Peace Regional Archives.
 - a. Provide reference services and research assistance to researchers in the public reading room.
 - b. Provide reference services for remote research requests submitted via phone or email.
 - c. Assists researchers and members of the public, providing access to holdings and advising them with respect to provincial access and federal use legislation.
 - d. Provide advice on copyright questions regarding the use of archival records.
 6. Awareness. The Archivist works with other staff, other organizations, and community groups to plan and produce programs, materials and 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.
 - a. Work with staff to develop exhibits.
 - b. Provides archival education by conducting workshops, giving presentations, and writing articles for publication.
 - c. Research and write articles for the Archives blog and *Telling Our Stories* magazine.
 - d. Participates in provincial and national associations, advisory boards and cross-government initiatives to foster partnerships with various stakeholder groups.
 7. Administration. 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. Assists with preparation of reports for the Board, funding partners, and others.
 - b. Assists in the preparation of grant and funding requests.
 - c. Assists with the supervision of staff and volunteers.
 8. 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 conducted as needed, and upon the termination of the employee.

Qualifications

- A master's degree in Archival Studies or a related field is required. Additional coursework in a related field would be considered an asset. A combination of education and experience in an archival setting may be considered.
- 1-3 years experience working in an archival setting is required. Experience supervising staff/volunteers and/or in project management would be considered an asset.
- A solid understanding of principles, standards and methodology of archival studies and records management, and proven skills in the interpretation and application of archival theories.
- Awareness of Canadian and Alberta history, political climate, and social context in which records were created would be considered an asset.
- Good understanding of Reconciliation, and the history of settler and Indigenous relations in Canada.
- Familiarity with Microsoft Access Software and/or Access to Memory (AtoM) Software would be considered a strong asset.
- Strong organizational, communication, analytical and research skills.
- 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

To Apply

Interested candidates must submit an application (resume and cover letter) by 11:59 pm on March 23, 2022 to be considered for the position. Applications must be sent to South Peace Regional Archives Executive Director, Ellyn Vandekerkhove, via email at Director@SouthPeaceArchives.org. Only candidates selected for interviews will be contacted.

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

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, outreach events, website, and social media. Our dedicated team of staff and volunteers serve 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 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 has much to offer visitors and residents, from shopping and entertainment to world-class recreation facilities and activities. Whether you like adventure, learning, or relaxation Grande Prairie has something for everyone.