

## **Anna Banana Archivist**

### **Part time/temporary, Summer GAA**

- ☐ **Job title:** Anna Banana Archivist
- ☐ **Organization name:** Rare Books and Special Collections, UBC Library
- ☐ **Job location:** Vancouver, British Columbia
- ☐ **Length of assignment:** May to August, 2023
- ☐ **Hourly wage:** \$22.67 (20 hours/week to a total of 300 hours)

Rare Books and Special Collections (RBSC), at the University of British Columbia Library, houses significant collections of rare books, archival materials, historic maps, photographs, broadsides and pamphlets. RBSC supports primary research by scholars from UBC and around the world and our resources are also used extensively by members the public. We support teaching, research and learning across the UBC campus by working closely with a number of faculties on creating an acquisition program that is responsive to the need for new research and scholarship.

To join our dynamic team, we have an opening for a graduate academic assistant to undertake archival work on the extensive fonds of contemporary mail art and performance artist, Anna Banana. This position will allow the intern to gain experience in all core archival functions, including appraisal, arrangement and description, preservation, and outreach.

As part of RBSC, the archives and reference assistant/intern will:

- Assess unprocessed records to determine their informational and evidentiary values and make decisions as to what is to be retained and made accessible to researchers (archival appraisal)
- Arrange and describe archival fonds according to Canadian archival descriptive standards (the Rules for Archival Description)
- Physically process archival materials, including implementation of preventative preservation measures and work with the library's conservator when materials are at risk
- Work with archival description software, AtoM, to enter archival descriptions and name authority information.

The expected archival tasks are high level, complex and intended to allow the intern to put into practice the theory and methodology introduced in the classroom in a robust archival setting.

An RBSC archivist with over 23 years' experience working in diverse archival organizations, and extensive experience mentoring and training students and interns will supervise the position. The GAA is encouraged to problem solve in consultation with RBSC professional staff and gain confidence in making their own decisions over the course of the term. To facilitate this, the GAA will receive regular positive and constructive feedback on their job performance as well as regular meetings with the supervisor to ensure projects are on-track.

One of RBSC's fundamental goals is to provide primary resources for research to the university community and beyond and to care for the archival materials, maps and rare books in our collection to the highest professional standards. The GAA is integral to helping us achieve this goal by making accessible unprocessed materials so they are available to researchers.

### Qualifications:

Candidates should be enrolled in the Master of Archival Studies or joint MAS/MLIS program and enthusiastic about working in an academic library and archival setting. Completion of the MAS core classes is an asset.

Previous archival work experience is an asset, but not required. We will provide training, and mentorship in archival processing as a complement to theoretical knowledge taught in the MAS core.

### Specific skills required:

- Knowledgeable about the use of the Rules for Archival Description [RAD], the Canadian archival descriptive standard
- Strong attention to detail and the ability to follow instructions, guides and templates
- Strong time management skills and an efficient work ethic
- Basic preservation knowledge for a range of materials, including textual records, audio-visual materials and photographs
- Ability to appraise material for disposition, under guidance of the Archivist
- Ability to learn new technologies and databases such as AtoM descriptive software, or previous experience using AtoM
- Working knowledge of, and experience with, word processing, spreadsheets and databases

At UBC equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

How to apply: Please send cover letter and resume to Krisztina Laszlo, RBSC Archivist by email: [Krisztina.Laszlo@ubc.ca](mailto:Krisztina.Laszlo@ubc.ca) by March 16, 2023.