



ARNPRIOR & McNAB/BRAESIDE ARCHIVES

613-623-0001

www.ADArchives.org

JOB POSTING: Consulting Archivist

Job Type: (12 month renewable contract) 32 hr/wk. (flexible) **Hourly rate:** Range \$25-30/hr. (no benefits)

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 and maintenance of DB/Textworks, and uploading to the online search facility.
- Management of AMBA Website content using Umbraco software
- 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 and outreach activities.

Qualifications:

- Masters of Archival Science Degree preferred. Degree program with a Minor or Certificate in Archival Studies or Community College certificate in Archival Studies combined with experience acceptable.
- Two to three years' experience related to archives management and experience processing municipal records desired.
- 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 preservation best practices for all formats of archival materials including electronic records.
- 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 required.
- Ability to communicate effectively in English is essential.
- Canadian citizenship or permanent resident status is required.

To Apply: Submit a resumé with a cover letter (MS Word or pdf format) **by June 4, 2023**

ATTN: Irene Robillard

Email: arnpriorarchives@gmail.com

Arnprior & McNab/Braeside Archives

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The AMBA is committed to achieving an inclusive and diverse workplace. The AMBA does not discriminate on the basis of race, ethnicity, colour, religion, gender, age, disability, sexual orientation, gender identity, or gender expression.

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