



Treaty 8 Tribal Association

10233 – 100th Avenue, Fort St. John, BC, V1J 1Y8

Phone: (250) 785-0612

Website: www.treaty8.bc.ca

Job Description

Position Title

Archivist; Digital Repatriation of the Ridington Dane-zaa Archive Project

Terms and Timeline

Full time, term contract.

4 month (500 hours) duration.

Start April 1 2025. End July 31, 2025 (flexible start).

Work to take place in Vancouver, BC.

Skillset / Experience Required

- Archive or Library Science degree.
- Experience with the inventory, arrangement, conservation, description and rehousing of paper documents and materials.
- Experience working with Indigenous collections and repatriation initiatives and/or sensitive content.
- Experience with family archives or private collections.
- Work and workflow documentation

Duties and Responsibilities

Archival processing for the estimated 32687 pages (17 boxes) of textual/paper items in the Ridington Dane-zaa Archive (RDA) as follows:

- Sorting, inventory, and arrangement to series, box, and file/folder level.
- Searching for duplicates and versions of paper materials in already-digitized and born-digital files.
- Selection of materials for digitization in consultation with the Co- Principal Investigator.
- Conservation and rehousing of materials into archival containers.
- Description of selected materials for archival preservation by creating metadata records for each box and file.
- Reporting on workflows, archival practices, and summary of work completed.

Project Background: Digital Repatriation of the Ridington Dane-zaa Archive

The Ridington Dane-zaa Archive (RDA) is the largest single collection of materials about subarctic cultures in the world. It contains an estimated 20,000 items collected with multiple Indigenous groups in northeastern British Columbia, Canada since 1964 by anthropologists Robin Ridington, Jillian Ridington, Antonia Mills. While materials have been made available to communities regularly since the 1980s, community access to the full collection has been extremely limited.

This three-year project led by Treaty 8 Tribal Association with the custodians of the Ridington Dane-zaa Archive, will focus on completing the digitization of original materials, with a focus on texts, and transferring the digital archive to a community portal on the Treaty 8 Tribal Associations Archival Database. The project includes an extensive series of community engagement sessions so that the people whose heritage is contained in the archive, or their descendants if they are deceased, can articulate evolving Indigenous protocols for the ethical use and dissemination of their heritage materials. Finally, through formal repatriation, this work will provide a model for Indigenous heritage reclamation and control.

This project is generously supported by a grant from the Council for Library and Information Records (CLIR) [Digitizing Hidden Collections: Amplifying Unheard Voices program](#), which is funded by the Mellon Foundation.

Compensation

\$40-\$55/hr range, with 5% fringe benefits.

Supervision

This work will be supervised by Co-Principal Investigator, folklorist [Amber Ridington](#).

Contract Working Environment

Work will be conducted from a rented office space for the term of the project in Vancouver, BC. The successful applicant must provide their own computer and act as an independent contractor.

Application Deadline and Contact

Applications will be reviewed until January 31, 2025.

Please send inquiries and applications (resume and cover letter) to:

Amber Ridington

E: amber@amberridington.com

C: 604 516-9977