

Job Title: Archivist
Supervisor Title: Library CEO

Duration: Training + November 5, 2019 – December 31, 2020 maternity leave (21 hours a week)

Job Purpose

Covering a maternity leave which runs from November 5 2019 – December 31, 2020 at the County of Prince Edward Public Library and Archives.

The successful candidate's responsibilities will include: responding to research requests; catalogues new donations of historical materials and developing finding aids; digitizing archival documents for uploading to the online database M2A; overseeing the Archives Reading Room; advising clients of policies and procedures and ensuring the safe use of irreplaceable documents; completing monthly statistical and financial reports to the CEO; assisting with the management and oversight of collections at the County of Prince Edward Public Library and Archives.

Key Activities

1. According to RAD (Rules for Archival Description) standards, processes archival material, creates database records, and develops online finding aids using M2A our web capable database.
2. Digitizes or copies archival and Special Collection materials using various scanning technologies and reproduction software.
3. Outreach and community development which may include: developing displays and exhibits, guest speaking, participating in local fundraising initiatives and special events/community initiatives and professional development events.
4. Transcribes archival materials for online public access.
5. Provides advice and guidance to internal and external researchers, identifying and retrieving archival and Special Collections materials. Responds to in-person requests and to queries received by phone, email, or other means.
6. Instructs clients on Reading Room protocol and the safe handling of archival and Special Collections resources.
7. Applies professional archival standards when carrying out the physical and intellectual processing of collections; applies preservation/conservation measures where appropriate.
8. Ensures adherence to legislation and restrictions governing the use of archival materials, including Copyright, Freedom of Information and Protection of Privacy Act (FIPPA), and donor agreements.
9. Maintains confidentiality, protecting the privacy of donors and researchers, and of donated material that is restricted or sensitive.

MATERIALS HANDLING:

1. Handles fragile documents

2. Identifies fragile, moldy, and at-risk materials using knowledge of collection preservation and through continuous monitoring of the collections and premises.
3. Maintains a tidy and orderly workspace, contributing to the preservation and safety of the records into perpetuity.
4. Regularly lifts boxes of archival material weighing up to 50 pounds; climbs stairs to access boxes of material.

Education

Honours University Degree (4 year)

Post graduate specialty in: Museum Management and Curatorship diploma; and/or M/A in Archival Studies or equivalent;

Completion of a selection of courses and/or workshops offered by the Archives Association of Ontario, Association of Canadian Archivists, Canadian Conservation Institute, or similar professional organizations is an asset.

Experience Required

- Minimum 5 years in an archives or related field.
- Expertise with Rules for Archival Description and its database structure and maintenance.
- Experience with assessing, processing, handling, and describing archival material and knowledge of the legislation that pertains to this material.
- Experience in providing support for research and reference services.
- Experience in digitizing analog archival materials and works of art, and in handling digital-born archival materials; and, in creating metadata.
- Understanding of the fundamental principles involved in the intellectual and physical handling, assessment, description and control of Archives and Special Collections and the services that support them.
- Accessioning material using a web capable, RAD compliant database.

Skills Required

- Excellent organizational skills and attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Ability to exercise discretion, tact, and confidentiality.
- Grant writing
- Ability to change focus regularly and re-prioritize work when required.
- Ability to read and transcribe cursive script.
- Familiarity with digital scanning technologies, photo-editing software, database management software, Microsoft Publisher, Microsoft Word, Microsoft Excel
- Fluency in English (spoken and written) is required.
- Excellent interpersonal and communication skills.
- Working as a member of a team but also independently.