

Career Opportunity



Position: Archivist (Permanent, Full-Time)

Closing Date: September 1, 2017

About Us At the City of Kamloops, we are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates the employees who make it all happen. We offer many advantages including ongoing training and professional development opportunities, coupled with exceptional benefits, all in the beautiful natural setting of the BC Interior.

Kamloops is Canada's Tournament Capital, a family and business-friendly community committed to providing great customer service, enhancing community partnerships, and supporting economic growth. Our 700 employees provide customer services and programs to a local and regional population of 125,000 people. Kamloops provides abundant recreational possibilities for residents and visitors alike, as well as education and culture opportunities and activities.

Title Archivist (Permanent, Full-Time)

Job ID 997

Pay Class Salary

Days of Work Tuesday to Saturday

Hours of Work 8:30 am to 4:30 pm

Position Overview Performs skilled archival work of a complex nature under the general supervision of the Museum Supervisor. Work is mostly inside with good working conditions and involves the day to-day operation of the archives including acquiring, accessioning, appraising, classifying, describing, arranging, and providing access to a variety of historical material such as public records, private papers, maps, photographs, prints, and other documents. The incumbent is required to exercise tact, courtesy, and diplomacy when dealing with the general public and other staff members, and also when providing detailed information to the public on historical matters, and assists researchers. The Archivist supports the overall operational goals of the Kamloops Museum & Archives (KMA) including the KMA Mission Statement, KMA policies, exhibitions, and programming.

- Responsibilities**
1. Plans, organizes, implements, and controls the day-to-day operations of the archives to ensure the effective use, access, preservation, and security of the resources and facility.
 2. Acquires, appraises, develops, documents, and maintains archival records such as historical materials, public documents, private papers, maps, photographs, and prints.
 3. Aids researchers in the use of catalogues, finding aids, indices, and makes materials available according to accessibility regulations (e.g. Freedom of Information Protection of Privacy Act)
 4. Answers inquiries from community interest groups, cultural and heritage organisations, Kamloops Heritage Commission, the public and internal contacts relating to the museum and archives.
 5. Provides training and oversees archive volunteers.

6. Works with other museum staff to provide educational programs, develop exhibits, and promote archives to the community through multiple means of communication and media.
7. Attends meetings, workshops, seminars, and other organised activities related to the work as required.
8. Undertakes developmental assignments such as investigating the use of computers in archival work or redesigning access systems including remote public access to the holdings; develops effective systems for recording and retrieving information.
9. Seeks opportunities for grant funding and prepares funding proposals.
10. Pursues study of Kamloops history and geography, and increases familiarity with the holdings.
11. Performs related duties as required.

Requirements REQUIRED SKILLS, ABILITIES AND KNOWLEDGE

1. Thorough knowledge of modern archival principles, techniques, and procedures.
2. Thorough knowledge of RAD, Canadian professional archival standards and principles, appraisal, arrangement, RAD based descriptions, creation of archival finding aids, and basic conservation techniques.
3. Considerable knowledge of the history, growth and development of Canada, British Columbia, and Kamloops.
4. Working knowledge of historical research techniques and archival and related community resources.
5. Ability to appraise documents and other materials, and to determine their historical significance and suitability for the Kamloops Archives.
6. Ability to classify, describe, arrange, and catalogue archival materials.
7. Ability to communicate effectively orally and in writing including public speaking and presentations.

REQUIRED EDUCATION, CERTIFICATES, LICENSES AND EXPERIENCE

1. Grade 12 or its equivalent.
2. Master of Archival Studies degree.
3. Minimum three years' experience in professional archives, including six months' previous experience with electronic archival processes.
4. Completion of computer courses or experience in intermediate Word and Excel as demonstrated through testing. 60% pass rate required.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes and passes a criminal record check.

Department Parks, Recreation & Culture

Position Type Permanent full-time

Reports To Museum Supervisor

City Kamloops

Province British Columbia [BC]

Country Canada [CA]

Position CUPE Salary

Hourly Wage \$32.77

Closing Date 9/1/2017

Compensation & Benefits Overview Comprehensive benefits package available.

Please note that persons with disabilities who require accommodation with the application process may contact the Human Resources Department for assistance at (250) 828-3439.

To apply for this position, please visit our website at <http://www.kamloops.ca/hr/index.shtml>