

Employment Opportunity - Archivist Job Posting
Application Closes: April 1, 2022

The Cumberland Museum & Archives is looking for a creative individual to join our team in the position of **Archivist**.

About the Cumberland Museum & Archives

The Cumberland Museum and Archives on Vancouver Island tells the story of the people of Cumberland—the rich, the poor, the powerful, the rebellious, the righteous and the radical.

In 2020-2021 Museum underwent a complete infrastructure and exhibition revitalisation project. This provided the opportunity to look at the stories of Cumberland's past with a new perspective adding additional narratives and enhancing visitor experience. Exhibitions focus on Cumberland's sense of community and connection to place.

The artifact collection and archival holding comprise over 10,000 items and are housed onsite. The CMA also offers opportunities for research through our community research library, making the CMA a unique space for historical research on early rural Comox Valley settlements with a particular focus on Chinese and Japanese communities of the past.

About the Position

The role of **Archivist** at the Cumberland Museum & Archives is a project-based opportunity to develop the foundations for digital curation. The CMA is creating a Digital Museum that will engage audiences through online exhibitions that explore the shared history of rural island life in BC. Through oral histories, artifacts, archival materials, and contextual information, virtual visitors will experience dynamic storytelling. It is an opportunity to weave the narratives of the past with the present and expand the diversity of understanding towards the complex relationships of people with overlapping histories and complementing and competing values.

Reporting to the Executive Director and working collaboratively with team members, this position plays a crucial role in the management and success of the Digital Museum Project and supports best practices for digital asset management at the Cumberland Museum & Archives.

Responsibilities:

- Develop foundational frameworks for digital curation of archival materials
 - digital asset management, data curation, digital preservation, and electronic records management
- Collaborate with the Digital Museum Curator to research and identify archival materials for digitisation and content creation for the Digital Museum.
- Provide specialist knowledge for archival digitisation of materials used in virtual exhibitions.
- Be responsible for physical digitisation/digital preservation of utilised archival material that meets national/international archival standards and best practices.
- Liaise with a digital design company to develop the framework for the Digital Museum.
- Work in collaboration with the Museum Director to establish a strategic plan for the museum's archival holding regarding digital curation and long-term preservation of digital assets.
- Liaise with donors and build relationships with local community partners and community groups

Knowledge and Competences:

- Degree in archival studies, information management and technology or equivalent
- Minimum of 2 years experience working/volunteering in an archive with digital records or digitisation project experience
- Be knowledgeable with open access database systems, Microsoft Access, Access to Memory and archival best practices Rules for Archival Description.
- Experience with Adobe programs for design: Illustrator, Photoshop, InDesign etc.
- Strong oral and written communication coupled with strong interpersonal, and collaboration skills
- Critical thinking and innovative problem-solving skills with a high level of self-motivation
- Able to lift and carry boxes and supplies up to 25lbs
- Valid driver's license with access to a car

This position is a 16-18 month full-time contract comprising 35 hours per week with annual remuneration of \$40,000-\$47,000. The anticipated contract date is from March/April 2022 - to August 2023. This position will require a combination of onsite and remote work.

Application deadline: April 1, 2022

Please submit your resume by email to: director@cumberlandmuseum.ca

Only successful applicants will be contacted. Please do not call. The CMA is an equal opportunity employer.