

Processing Archivist– Young Canada Works Position

The Vancouver Maritime Museum is located on the located on the traditional territories of the xʷməθkʷəy̓əm (Musqueam), sk̓wxwú7mesh (Squamish) and səliwətał (Tsleil-Waututh).

The Vancouver Maritime Museum's Library & Archives is seeking a motivated, organized, and self-sufficient individual with archival processing experience to carry out extensive processing work on a collection of historical photographs taken in the Arctic in the mid-20th century. Responsibilities will include conducting a thorough appraisal of the unprocessed materials; arranging and describing the materials, and adding to an existing finding aid; and physically rehousing the materials. The successful applicant will be an organized, conscientious individual with the ability to effectively and efficiently process a collection from start to finish. **This temporary, full-time position is funded in part by the Young Canada Works (YCW) employment initiative of the Department of Canadian Heritage.**

Employment term: May 23rd, 2022 – August 26th, 2022 (14 weeks); 35 hours per week.

Remuneration: \$20.00 per hour + 10% in lieu of benefits and statutory holidays.

Responsibilities:

- Appraise an unprocessed second accrual of a collection of historical photographs.
- Arrange and describe the materials, creating a new finding aid to incorporate with existing descriptions.
- Physically rehouse the materials in archival-safe folders, envelopes, and boxes.

Qualifications:

- Enrollment in, or completion of, a Master's of Archival Studies and/or Master's of Library and Information Studies with a focus on archives.
- Prior experience undertaking archival processing work, including appraisal, arrangement and description, and preservation.
- Experience working with the Rules of Archival Description (RAD).
- Eligible candidates must meet requirements for the YCW program.

How to apply: Apply with a cover letter and resume by Monday, May 2nd by email to: Ashlynn Prasad, Librarian & Archivist at archives@vanmaritime.com.

The Vancouver Maritime Museum Society is an equal opportunity employer, and the Government of Canada's job equity groups are encouraged to apply. No phone inquiries please. Please note that only short-listed candidates will be notified.