

Project Archivist

Vancouver, BC

HOLOCAUST-BASED ANTI-RACISM EDUCATION

Commemorating the past
& educating for the future

About Us

Founded by Holocaust survivors in 1994, the Vancouver Holocaust Education Centre (VHEC) is Western Canada's leading Holocaust teaching museum, engaging more than 25,000 students and teachers annually. The VHEC's mission is to promote human rights, social justice and genocide awareness through education and remembrance of the Holocaust.

We produce acclaimed original exhibitions, onsite and online school programs, teaching materials and public events. The VHEC also maintains a museum collection and archives, Holocaust survivor testimony project, and a library and resource centre.

With an ambitious expansion on the horizon as part of the JWest redevelopment project, the VHEC is poised to expand its reach and ensure that the lessons of the Holocaust engage future generations of British Columbians.

To learn more about our mandate and activities, please visit www.vhec.org.

The Opportunity

Posting Date: June 5, 2024	Application Deadline: Open until position filled	Position Status: Fixed Term (until March 31, 2025)	Hours/Week: 32 – 36.5 hours per week
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The VHEC is actively searching for a full-time Project Archivist to join our dedicated collections team.

The Project Archivist will be responsible for processing material from the VHEC archives including diaries, drawings, documents, correspondence, photo albums and identity documents. The position will commence as soon as possible with an end date of March 31, 2025 with possibility of renewal dependent on grant funding. The engagement will consist of 4-5 days per week on-site at the VHEC. The compensation for this position is \$28.12 per hour and includes extended benefits.

DUTIES & RESPONSIBILITIES

Reporting to the Associate Director of Collections & Exhibitions and working closely with the Digital Archivist, the Project Archivist is responsible for the following duties:

- Item-level and collection-level processing (including arrangement, description, rights analysis, physical storage);
- Finding aid writing;
- Creation of catalogue records in the VHEC collections management system (Collective Access);
- Background research;
- Support the Archivist in consultations with external service providers such as conservators and translators;
- Support the Archivist in project communication for VHEC annual report, *Zachor*, blog and social media.

This position requires working with records relating to the Holocaust and may include content that is graphic in nature, upsetting or triggering.

About You

The successful candidate will have completed or be pursuing a graduate-level degree in the field of archival, information or museum studies with knowledge of the principles, practices and values of collections management including familiarity with Rules for Archival Description (RAD). **Candidates who are currently enrolled in a graduate-level program and have complete core coursework in archival studies will be considered.** This position requires strong analytical skills, and the candidate should be detail oriented, well organized and have a demonstrated ability to work independently and to deliverable-based deadlines. Experience with Adobe Creative Cloud and Microsoft Office.

How to Apply

Please email your cover letter and resume in one file to jobs@vhec.org quoting **Project Archivist** in the subject line.

Your application will be handled with utmost discretion and confidentiality. All applicants will receive an automated email response confirming receipt of their application submission. Please note that only applicants shortlisted for an interview will be contacted.

The VHEC is an equal opportunities employer and encourages applications from Canada's federal job equity groups: women, Aboriginal peoples, persons with disabilities and members of visible minorities.

We sincerely thank all applicants for their interest in the VHEC.