

# CAREER OPPORTUNITY: ARCHIVIST

## OLIVER AND DISTRICT HERITAGE SOCIETY

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The Oliver and District Heritage Society runs a museum and archives year-round in Oliver BC, the Wine Capital of Canada, situated within the beautiful Okanagan Valley. Oliver is a small, primarily agricultural community known for its range of fruit and vegetable production, as well as its position as a burgeoning wine tourism destination. It boasts many recreational facilities and opportunities for fitness and outdoor activity, as well as an active arts community.

## DESCRIPTION & DUTIES:

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Oliver and District Heritage Society is seeking two enthusiastic individuals to work full-time for a 1-year term on a backlog completion project that will involve organizing, preserving, cataloguing, and accessioning archival acquisitions as well as working with public, assisting with research, and performing simple day to day archival and office tasks as needed. The two candidates will work as a team and individually to complete tasks and duties. The successful candidate will report to the Executive Director.

## QUALIFICATIONS:

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*Applicants should have the following qualifications:*

1. Educational background in archival studies or related field, with a specialization or previous work experience in archives;
2. Experience with computer applications (word processing, databases such as Past Perfect, etc.)
3. Knowledge of current theory and practice relating to information management, archival theory, principles and practice, and rules for archival description;
4. Ability to communicate effectively both written and orally;
5. Ability to work effectively both independently and as part of a team;
6. Knowledge of digital preservation standards and best practices is a strong asset.

## COMPENSATION:

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\$19.75/hour; 35 hours/week

## ADDITIONAL INFORMATION:

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Anticipated Start Date: September 6, 2016

Anticipated End Date: September 4, 2017

## APPLICATION:

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*Applicants should email their resume and cover letter to Manda Maggs, Executive Director: [info@oliverheritage.ca](mailto:info@oliverheritage.ca)*

## APPLICATION DEADLINE:

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22 AUGUST 2016 AT 11:00PM