

Delta Museum and Archives Society

Employment Opportunity

Job Posting

ARCHIVAL ATTENDANT

GENERAL ACCOUNTABILITY

The Delta Museum and Archives Society (DMAS) is seeking a part-time Archival Attendant to work reception and referencing activities at the Delta Archives and Edgar Dunning Reading Room, located in South Delta. The Archives, operated by the Delta Museum and Archives Society, operates both a community archives as well as providing archival services to the Corporation of Delta. Archives staff members are employees of DMAS, and as such, are members of CUPE Local 454.

The Archival Attendant (AA) works within the team environment of a community museum and archives and municipal records facility, within the context of Delta Museum and Archives Society's (DMAS) policies and procedures and associated professional archival best practices.

The Archival Attendant reports to the Executive Director through the Archivist.

SPECIFIC ACCOUNTABILITIES

- Responsible for reference and research services for the general public, and organizations utilizing the archives' reference room or through telephone, written, fax, or e-mail requests, and DMAS and Corporation of Delta staff as required, including:
 - assisting researchers, visitors, staff, volunteers and others with access to the archives' holdings, library, and reference files;
 - facilitating photographic reproduction and copying services done in-house or by selected businesses and processing related fees; and
 - recording and reporting of archive's logs and statistics.
- Responsible for the professional handling and security of archival materials and for the proper storage of archival materials, including:
 - overseeing the care and handling of archival materials by archives or museum staff and volunteers and/or the public;
 - storing archival materials in a safe, secure manner; and
 - monitoring the archives' storage environment (humidity, temperature, light).
- Responsible for the receipt and documentation of donations to the archive collections for further the consideration of the Archivist.
- Responsible for undertaking research tasks in support of the DMAS as required.
- Responsible for processing book sales and for maintaining gift shop inventory at the archives, in conjunction with the DMAS receptionist.
- Responsible for maintaining the Archive's social media projects, (e.g. History Pin and MemoryBC) and developing/maintaining archival records exhibits as required.
- Performs other related duties as required.

QUALIFICATIONS

- High school graduation and an interest in history
- Training or experience in basic archival reference and/or research services desirable.

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- Minimum of one year work or volunteer experience.
- Basic knowledge of the Delta community and geographic areas
- Experience in greeting the public and answering telephones.
- Excellent oral communication and interpersonal skills; experience working directly with the public.
- Excellent written communication skills.
- Strong organizational skills; an ability to meet deadlines.
- An ability to work alongside team members in a manner that cultivates collaboration and a respectful workplace environment.
- Sound computer skills (email, MS Office suite) are essential; familiarity with database software and Photoshop an asset.

CONDITIONS

Hours – 28 hours per week: 9:00am to 4:30 pm, Tuesday – Friday

Pay Rate - \$17.57 per hour with benefits in accordance with the DMAS Policy and the DMAS/CUPE Collective Agreement

All applicants are required to submit to a **Criminal Record Clearance**

Deadline for Application: 4:00pm, Saturday, November 14, 2015. (Short-listed candidates only will be notified when interviews are to be conducted.)

Email résumé and cover letter to:

Gabrielle Martin
Executive Director
Delta Museum and Archives Society
gmartin@deltamuseum.ca