



# Job Posting

## Archives Assistant

May 24, 2016 – August 25, 2016

Hourly Wage: \$14

The Jewish Museum and Archives of BC is dedicated to the collection and sharing of community memories of Jewish life in British Columbia. Through innovative exhibits and programming, the JMABC builds bridges with the diverse communities of BC and heightens awareness of the rich 150 year history of Jews in BC. As part of the mandate of the JMABC, the archives documents, acquires and preserves archival records, thereby safeguarding the history of the Jewish community of British Columbia.

The JMABC seeks an Archives Assistant for the second phase of the migration and clean-up of the JMABC's new archival database. After many years employing FileMaker Pro and subsequently PastPerfect databases to manage the archives collection, the JMABC secured funding in summer 2014 to adopt AtoM (Access to Memory) as our new archives management system. This software, developed locally and fully open-source, is quickly becoming the de facto standard for archives software worldwide, partially due to its compatibility with online archival searching. Originally commissioned by the International Council on Archives, AtoM makes it easy for archival institutions worldwide to put their archival holding online using ICA's descriptive standards. Clients include the International Council of Archives, Library and Archives Canada, and Canadian Council of Archives.

Since implementing AtoM in January 2015, the JMABC has worked to migrate its legacy collections to the new system. There remain 2,500 photographs, 50 oral histories, and 500 documents awaiting migration. Archival Description fields are not consistent between Past Perfect and AtoM, requiring substantial data clean-up for each item. In addition, many new

collections not previously catalogued in PastPerfect will need to be entered into AtoM to make them available to researchers.

The ideal candidate for the Archives Assistant at the JMABC will have:

- A demonstrated interest in working in an archival or heritage institution shown through previous volunteer or paid work experiences and/or an academic background in a related field such as history, anthropology, museum studies, library studies or archival studies. Preferences will be given to archival studies students;
- Basic computer skills and will be comfortable working independently at a computer station. Any experience working with databases such as PastPerfect or AtoM (Access to Memory) will be considered an asset;
- Excellent English communication skills, both written and verbal;
- An enthusiastic attitude;
- Interest and knowledge of photography would be considered an asset.

In addition, all candidates must meet the following eligibility qualifications set out by the Young Canada Works program:

- Have been a full-time student in the semester preceding the YCW job;
- Have intent to return to full-time studies in the semester following the YCW job.
- Be between 16 and 30 years of age at the start of employment.
- Be legally entitled to work in Canada.
- Be a Canadian citizen, permanent resident or have refugee status in Canada.
- Be registered in the YCW candidate inventory.
- Be willing to commit to the full duration of the work assignment.
- Must not have another full-time job (over 30 hours a week) while employed with YCW.
- Must not be receiving Employment Insurance (EI) benefits while employed with YCW.
- Must not have previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy.

Candidates will be short-listed for an interview based on how well they meet the criteria noted above. The position will be posted for two weeks, and interviews will not commence until the recruitment stage is closed. Once a successful candidate for the position is determined, all applicants will be notified.

Applicants must apply with a resume and cover letter by the application deadline:

**Thursday, April 28, 2016, 5pm**

Please email all applications to:

Alysa Routtenberg, Archivist  
The Jewish Museum and Archives of BC  
6184 Ash Street, Vancouver, BC  
[arouttenberg@jewishmuseum.ca](mailto:arouttenberg@jewishmuseum.ca)

Subject line: Archives Assistant (2016) - <TYPE YOUR NAME HERE>

The Jewish Museum and Archives of BC advocates a barrier-free workplace and encourages all qualified applicants to apply.