



Employment Opportunity

Position: Assistant Archivist

Term: Regular, full-time position, starting November 5, 2018

Hours: 35 hrs/ week

Salary: compensation commensurate with experience

Number of Positions: 1

The Maritime Museum of BC is seeking applications for the Assistant Archivist position. The Museum's mission is to promote and preserve our maritime experience and heritage and to engage people with this ongoing story. The Museum collection represents a rich link to the province's nautical and industrial roots. The Museum cares for over 35,000 unique artifacts, in excess of 40,000 historical photographs, a collection of 35,000 ships' plans, and an internationally recognized chart collection. As well, the Museum also runs popular outreach school programs, Maritime Memories programs for seniors, a speaker series, and large events such as the Classic Boat Festival.

The main role of the Assistant Archivist will be to continue cataloguing the archives collection and to re-store the historic records into new, museum-quality storage supplies. They will also be responsible for processing new archival donations and will assist with supervising archives volunteers as they become more comfortable with their role and the collection. The Maritime Museum of BC receives public research requests, so the Assistant Archivist will be asked to help fulfill these requests as needed. Please note that this position will primarily take place at our off-site storage location and not our downtown public space.

Duties

- Reinstatement intellectual order to archival fonds by consulting the collections documentation files.
- Reinstatement original physical order, where possible.
- Ensure archival records are safely stored for preservation purposes.
- Catalogue records according to RAD in the AtoM database.
- Respond to public research requests and assist researchers by retrieving archival records.
- Assist with accessioning incoming donations.
- Implement a location guide for the new storage facilities.
- Assist external researchers as needed.
- Supervise archives volunteers.

Skills and Qualifications

- Great attention to detail.
- Knowledge of and experience with RAD.
- Experience with AtoM database.
- Basic knowledge of Canadian and BC History.



- Ability to undertake detailed tasks and follow direction.
- Ability to work in a close team environment and independently.
- Experience supervising volunteers.
- Valid driver's license.

Candidates who identify with the Government of Canada's job equity groups (i.e., women, persons with disabilities, visible minorities, and Aboriginal peoples) are encouraged to apply.

Please apply with resume and cover letter to Brittany Vis, Associate Director, by email at bvis@mmbc.bc.ca, or by mail to 634 Humboldt St., Victoria, BC, V8W 1A6

Applications are due September 30, 2018.

We would like to thank all applicants for their interest in this position. Only candidates selected for an interview will be contacted.