

Archivist - Part-Time

Vancouver Police Museum & Archives

The Vancouver Police Museum and Archives (VPMA) opened to the public in 1986. Established by the Vancouver Police Historical Society, the VPMA is an independent, non-profit organisation that collects, preserves, and provides access to historical records, artefacts, and stories. Records include historical documents related to the history of Vancouver within the context of the Vancouver Police Department and the Vancouver Coroner's Services and City Analyst Lab.

The VPMA aims to provide the best primary source documents to researchers, historians, and all individuals interested in Vancouver's law enforcement and coroner's history.

Job Description

Working under the supervision of the Museum Director and reporting to the Museum Curator the successful candidate will be responsible for the care, preservation and management of VPMA's archival holdings. As part of the collections management team, the Archivist will handle all operations of the archives including, accessioning, classifying, describing, arranging, providing reference services, and digitising archival materials. As a small archive, the Archivist is a primary resource for specialised knowledge and care for the museum's archival holdings.

Responsibilities:

- Strategic planning and project plan development that builds on the archives foundations and archives operational objectives;
- Build awareness about the VPMA's holdings within the archival community and in with the general public;
- Plans, organises, implements, and controls the day-to-day operations of the archives to ensure the effective use, access, preservation, and security of the resources;
- Assesses existing archival collections, including backlog. Assessment process includes deaccessioning; archival arrangement and description; organising storage areas; preventative preservation and storage solutions ; reviewing and updating the database; improving finding aids; archival appraisal , and preparing inventory;
- Responsible for the organisation and upkeep of donor records and rights management, and;
- Oversees responsible and legal access to records for research requests, aids researchers in the use of archival tools such as the finding aid.

Requirements:

- Master of Archival Studies from an accredited university;
- 2-3 years of work/volunteer experience in an archive, library or museum;
- Practical experience in archival arrangement and description , and knowledge of the *Canadian Rules for Archival Description (RAD)*;
- Practical experience with digitisation procedures and knowledge of digital preservation activities
- Working knowledge of administering records under the *Freedom of Information and Protection of Privacy Act (FIPPA)*, *Personal Information Protection Act (PIPA)*, and *Copyright Act*;
- Have an understanding of the back and front end of collections and inventory management systems;

- Excellent research, communication, and interpersonal skills;
- Ability to use a camera and familiarity with photo manipulation programs;
- Working knowledge of recognized metadata standards; Computer literacy, including Microsoft applications;
- Detail oriented with the ability to work as part of a team and independently, and;
- Ability to lift records storage containers weighing up to 20 kg.

Application Deadline: February 15, 2019

A successful candidate will commit to 8 hours per week on a regularly scheduled day(s), Tuesday through Friday from 9am-5pm. The hourly rate for this position will be \$16.00. A criminal reference check is required.

Please forward your cover letter and resume by email to director@vancouverpolicemuseum.ca
Rosslyn Shipp, Director | Vancouver Police Museum