



Heritage Professionals

Assistant Archivist (Contract)

Background

Heritage Professionals (HP) is a heritage consulting firm situated in Toronto. It was established in early 2012 and specializes in a variety of different heritage services, primarily archival, curatorial work, and information management. In recent years, the company has also distinguished itself in the area of corporate anniversaries.

Our clients are mainly located in Ontario and include entities such as: health and educational institutions, non-profits, unions, companies, private clubs, archives, and libraries. For more details about our services and clients please consult the firm's website.

Description & Duties

Heritage Professionals is seeking a full-time or part-time assistant archivist for 3-4 months. The individual will provide support for projects that the company is working on in late 2023 and early 2024. The main projects will likely include:

- i. Assisting with the archiving of records created by United for Literacy, formerly Frontier College. The multiple media cache of records in their custody date from the 1930s to the 2010s and measures 30 metres in extent. Once completed, the records will be transferred to LAC in 2024 and integrated into their Frontier College fonds.
- ii. Assisting with the creation of an archives for the Toronto Hunt Club in late 2023 to early 2024. Their records mainly consist of textual and graphic materials and measure around 18 metres in extent. The Club, established in 1843, possesses a unique and rich history. It is located on Kingston Road, overlooking the Scarborough Bluffs.
- iii. If time permits, providing support for some of the corporate anniversary projects the firm is undertaking during this period. This would entail conducting research, ordering scans, and assisting with other tasks associated with the production of exhibitions, events, booklets and other products we will be creating for our clients.

While the advertised position is for 3-4 months, it could potentially be extended well beyond that time if it ends up being a good fit for the firm.

Qualifications

The preferred candidate will have a completed master's degree in Archival Studies, Museum Studies or the equivalent in regard to background, training and experience in the field. An

undergraduate or graduate degree in history would be an asset. The individual will also have a minimum of one to 10 years of practical archival and/or museum experience.

Some of the required qualifications, skills, and characteristics that the successful candidate should possess include:

- ❖ Familiarity with and some experience in the areas of archival preservation, arrangement, and description.
- ❖ Experience working with textual and graphic materials.
- ❖ Knowledge of the Rules for Archival Description (RAD) and some experience arranging and describing records according to RAD.
- ❖ Proven expertise working with Microsoft Suite software and experience with archival databases would be beneficial.
- ❖ Ability to lift boxes and items up to 30 lbs.
- ❖ Strong communication (both oral and written) and time management skills.
- ❖ Be detail oriented and have a commitment to accuracy.
- ❖ Comfort working with a team as well as the ability to take and respond effectively to direction from above.
- ❖ Proven capacity to respond to feedback, resolve problems effectively, and manage multiple tasks at once.

Compensation

The salary base for the successful candidate will be commensurate with their credentials and experience. The likely range would be \$26 to \$40 an hour.

Health & Safety Provisions

Staff are expected to always act in a safe manner and ensure that those around them do not put themselves or others at risk. Safety is everyone's responsibility. This includes protocols around the coronavirus virus depending on external mandates.

How to Apply

Please submit a cover letter and resume with a minimum of three references via email by 5 pm (EST), 16 October, 2023.

Heritage Professionals
Attention: Ellen Scheinberg, President/Principal
heritageprofessionals@yahoo.ca
Website: <http://www.heritageprofessionals.net>

Only those applicants selected for an interview will be contacted.