

## **LIBRARIAN & ARCHIVIST JOB POSTING**

For the position of Librarian and Archivist the Vancouver Maritime Museum (VMM) is seeking an experienced, self-motivated professional and team player who can work both independently and with the curatorial and other departments to set visions and accomplish goals.

The Vancouver Maritime Museum is one of the major maritime museums on the west coast of North America, recognized internationally as a world-class leader in preserving the maritime history of Vancouver, BC and the Canadian Arctic. The historical site of the *St. Roch*, the museum's permanent exhibits and its many temporary exhibits attract thousands of visitors from all over the world every year. The museum also offers an extensive range of school and community programs. The museum is the home of the Leonard G. McCann Archive and the W.B. & M.H. Chung Library. To date, our archival collection includes 60 meters of processed fonds and collections related to vessels, shipping companies and maritime personalities. The Library holds over 12,000 books and published manuscripts dating 1678-present; and 510 bound and unbound periodicals.

### Nature and Scope of Work

The work of the Librarian and Archivist is of considerable complexity involving responsibility for library and archival material in the museum. Work involves acquiring, appraising, cataloguing, accessioning, conservation and reference duties, control of the collection, and the performance of related duties. The Librarian and Archivist is also required to provide sometimes detailed information to the public on historical matters and assists researchers by answering their inquiries and advising them about relevant holdings. Within approved library and archival policy and working with the collection committee, considerable independent judgment is required in assessing the historical and administrative value of material and in determining its proper classification, in arranging for new acquisitions, and in determining levels of access to records.

### Examples of Work Include

- Carries out classification, cataloguing, accessioning, and conservation duties related to the acquisition and preparation of materials for use in the library and archives collection according to the Library of Congress cataloguing system.
- Initiates and negotiates the donation of archival and library material; appraises materials for their historical and administrative value for recommendation to the collection committee.
- Determines the degree of public access which material will have based on the confidentiality or sensitivity of the information and the provisions of current legislation.
- Performs reference and research duties and provides sometimes detailed information and advice to staff, members and library and archive patrons in person, by telephone, email and other means of communication, as appropriate.
- Researches, writes, edits and publishes promotional and educational materials related to field including print and on-line articles.
- Develops and maintains databases and web pages for the library and archives within the framework of established standards.

- Provides direction to para-professional staff and practicum students as required and participates in the work of museum committees.
- Maintains statistical records of library and archive services rendered; prepares reports as required.
- Performs related work as required.

#### Required Knowledge, Abilities and Skills

- Considerable knowledge of maritime, natural and/or human history particularly as it relates to the Lower Mainland of British Columbia.
- Considerable knowledge of the methods and practices of modern library and/or archival operations, principles, techniques and procedures.
- Considerable knowledge of the established standards for acquisition, accessioning, and conservation of library and archival materials.
- Ability to perform cataloguing, classification, accession and reference duties in a small specialized technical library and archives.
- Ability to acquire new books and other materials for a small research library and archives.
- Ability to appraise documents and other materials and to determine their historical significance and suitability for the museum's library and archives.
- Ability to perform miscellaneous administrative tasks.
- Ability to supervise and direct the work of para-professional staff and practicum students.
- Ability to establish and maintain effective working relationships with a wide variety of internal and external contacts.

#### Desirable Qualifications and Experience

Graduation from a recognized university plus a degree in librarianship or archival studies from an accredited school, plus considerable related experience, or an equivalent combination of training and experience.

#### Availability:

Start date: January, 2021 if possible. Latest early February, 2021

This is a full-time, unionized position with CUPE 15 at Pay Grade 23 with a starting hourly rate of \$26.90. Starting rate maybe higher depending on experience.

#### Contact:

Please send your resume with cover letter to [admin@vanmaritime.com](mailto:admin@vanmaritime.com)

The is posting ends on Jan 16, 2021. Only shortlisted candidates will be contacted for interviews.