



Employment Opportunity

Regular Competition

Tłıchq Government invites all suitable qualified candidates to apply for the **Digital Records Archivist** position. Tłıchq Government is committed to attracting and recruiting the best possible candidates for available positions. The principles of fairness, qualifications and Tłıchq citizenship guide the hiring of Tłıchq government employees.

POSITION TITLE: Digital Records Archivist
DEPARTMENT: Culture and Lands Protection / Training Research
LOCATION: **Behchokò, Yellowknife, NT**
STATUS: 2-year term with possibility of extension or permanent
CLOSING DATE: **July 14th, 2023 @ 5:00pm**

OUTLINE & SCOPE OF POSITION:

The Digital Records Archivist is responsible for strategic planning, collections management and daily operations of Tłıchq Government's physical and digital archives, which includes development and implementation of policies and procedures. The incumbent will develop and maintain Tłıchq Nàowoò Deghats'etsaa: Tłıchq Cultural Commons Digital Archive (TCCDA) which is a central digital location for Tłıchq cultural knowledge. The incumbent should take an innovative approach to archival management with inquisitiveness, flexibility and drive to promote and enhance preservation of and access to the TCCDA. The incumbent will develop partnerships, implement best practices and respond to and work with a wide variety of requests from colleagues, communities, researchers and the general public.

EDUCATION, KNOWLEDGE & SKILLS REQUIRED:

- Minimum 1-year work experience in archives, working with relevant digital tools, technology and metadata standards in an archival repository, and a Masters' degree in either Archival Studies, Information Studies, Archival and Library Studies or another graduate degree in a relevant field and combination of education and experience may be considered
- Thorough knowledge of archival standards and practices related to digital records, receiving and management of digital records; technical requirements for digital preservation on hardware, software and file formats; and provision of access to digital records
- Experience developing research guides, exhibits, or other tools to promote and support use of archival and manuscript holdings
- Strong analytical, planning, organizational, time management, interpersonal and communication skills
- A strong interest in Tłıchq history, geography, language, culture, way of life, and an understanding of Tłıchq Government's programs and services
- Ability to work with Tłıchq Elders, as part of a team, in stressful situations amongst projects with changing deadlines, emerging issues and conflicting demands.
- Ability to conduct research, write reports, proposals, and work with confidential material.

To apply, submit your resume + cover letter or to request Job Description, email: hr@tlicho.ca