

PORT HOPE ARCHIVES

17 MILL STREET NORTH | PORT HOPE, ONTARIO L1A 2T1

905.885.1673 | archivist@porthopearchives.ca | porthopearchives.ca

Job Posting: Archivist

About the Port Hope Archives

The Port Hope Archives exists to collect and preserve archival materials which illustrate the growth and development of the Municipality of Port Hope, or which pertain in whole or in part to activities within the geographic boundaries of the Municipality of Port Hope. Established as The Ganaraska Region Archives in 1994 and renamed the Port Hope Archives in 2005, the Archives has been serving the Municipality of Port Hope for over 20 years. Supported by dedicated volunteers and generous members, the Archives provides access to archival materials related to Port Hope's history

The Position

The Port Hope Archives is seeking an enthusiastic and engaged Archivist. Reporting to the Board of Directors, the Archivist will ensure the preservation and dissemination of permanent records and objects related to the history and development of the Municipality of Port Hope. The board provides management of the archives with the Chair or Treasurer providing most administrative services.

Responsibilities

- Collections Management; assist in the analysis and inventory of records in digital, paper, and other forms and in their accessioning, conservation, preparation in storage. Refers to archival best practices to develop systems for the management of these collections
- Providing informative research services in the form of research reports to off site researchers as needed
- Assists in training and coordinating the work of volunteers and student staff in the undertaking of their projects
- Assist with the review, planning and implementation of virtual and physical storage of new acquisitions
- Provides assistance and facilitates use of permanent records to members of the community undertaking research and Port Hope Municipal staff

PORT HOPE ARCHIVES

17 MILL STREET NORTH | PORT HOPE, ONTARIO L1A 2T1

905.885.1673 | archivist@porthopearchives.ca | porthopearchives.ca

- Assist in the development of appropriate administrative procedures, policies, grants, guidelines and forms for day to day operations.
- Act as the liaison with the Municipality of Port Hope, and manage documents in accordance with the Records Retention by-law and Municipal Freedom of information and Protection of Privacy Act
- Facilities maintenance and housekeeping
- Ensures all forms of visitors i.e.; email, phone, web forms, are welcome and served well
- Staff may be required to work evenings or weekends for special events or meetings

Qualifications

- Post Secondary education in Archives, Museum, Library and Information Science or equivalent education and experience
- 2 – 3 years' experience in an Archive or Museum environment
- Knowledge of Rules of Archival Description and archival theory
- Experience with reference and outreach preferred
- Knowledge of copyright, and online privacy issues
- Strong computer skills, including: adobe Photoshop. Microsoft Office, social media platforms, website maintenance and database software (Past Perfect)
- Customer service experience within a research facility
- Valid drivers licence and access to a vehicle
- Must be able to lift up to 40lbs

Compensation: \$20/hour

Monday – Friday

How to apply

To help us learn more about you, submit your cover letter and resume describing how you meet the required qualifications and outlined responsibilities to the email below.

Submit resume to: mjonespha@gmail.com