Looking for a career with

purpose and passion?

Archivist Bilingual

Provincial Archives of Saskatchewan
Regina, SK

The Provincial Archives of Saskatchewan requires a full time permanent Reference Archivist to work in Reference and Outreach Services. Reporting to the Manager, Reference and Outreach Services, you will work as part of our team to facilitate access for both in-person and distant clientele to the Permanent Collection at the Provincial Archives. This is a bilingual position and requires the candidate to speak, read, and write fluently in both English and French.

With your graduate level knowledge of research methods, you will assist and analyse the research needs of a diverse clientele ranging from the general public to PhD level researchers. You will advise and assist researchers in the application of archival materials in research activities for a wide variety of topics and purposes. Using your expertise in archival science and/or history, you will promote the reference use of Provincial Archives collections and provide outreach services, including exhibition research and construction, group presentations, and facility tours in both English and French.

With your training and background in archival sciences, you will assist with the appraisal and accessioning of French language records into the Provincial Archives’ Permanent Collection. With your knowledge of archival processing and R.A.D. you will arrange and describe French language archival records and make them accessible via the Provincial Archives’ online catalogue, AtoM. You will also have knowledge of archival conservation and preservation methods.

The position requires an understanding of legislation relevant to archival records as you will be assisting patrons and other Archives staff in the application and interpretation of various laws including: *The Copyright Act*, *The Freedom of Information and Protection of Privacy Act*, and *The Health Information Protection Act*. Maintaining statistics related to reference work is also a responsibility of this position. You will also perform other tasks related to the program as assigned by the Manager, in keeping with the scope and classification of this position.

The knowledge and abilities required for this position would typically be gained through a Master’s degree in archival science, library and information science, history, or a related social science discipline. Supplemental training courses in archival science or experience working at an archives are an asset.

Candidates must have a valid driver’s license and be willing and able to work in an environment where there may be exposure to dust, moulds, mildew, and physically lift, move and/or transport heavy boxes of materials weighing up to approximately 15 kg onto shelves and/or between worksites using a CVA vehicle. Archival storage may require the use of ladders or a lift platform.

**Closing Date:** August 9, 2020 **Competition Number: LIB000304**

For more information on this and other opportunities in the public service, visit saskatchewan.ca/careers
Toll free 1-866-319-5999



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