



## **Job Posting: Reference Archivist**

Located in Toronto, Ontario, The ArQuives is one of the largest independent LGBTQ2+ archives in the world. Primarily a volunteer-run organization focusing on Canadian content, The ArQuives acquires, preserves, and provides public access to information and collections in various formats. Our organization offers a range of research, exhibition, educational, and community programming. The ArQuives seeks a Reference Archivist (6-month contract) commencing mid-June 2022.

Reporting to the Senior Archivist, the Reference Archivist is responsible for leading the organization's public service and providing access to The ArQuives' impressive collection. Responsibilities of the position include working with the public, answering emails and phone calls about the collection, pulling material for researchers and community members, and working with volunteers. 80% on-site work is required, with some evenings and weekends also needed.

The ArQuives has a COVID Vaccine and Safety Policy for all staff, volunteers, and researchers. Proof of vaccination is required for new employees. Any applicants with exemptions due to medical reasons or religious beliefs must submit accommodation requests. Accommodations will be granted where they do not cause undue hardship or pose a direct threat to the health and safety of staff, volunteers, and community members.

The ArQuives acknowledges and is committed to addressing historical inequities within our organization. We encourage applications from marginalized communities, including those who identify as Indigenous, women, trans, non-binary, gender non-conforming, Black, people of colour, and persons with disabilities.

### **Principle Duties & Responsibilities**

- Assist researchers in navigating our archival, library, reference, and artifact collection.
- Answer Queeries from the public via email and phone.
- Create and update the documentation to assist researchers.
- In collaboration with the Senior Archivist, assist with supervision of collections volunteers.

### **Qualification and Experience**

- Masters of Information or equivalent.
- A demonstrated record of public service experience in an archive or library.
- An understanding of the Copyright Act of Canada and proven research skills.

- Knowledge and understanding of the LGBTQ2+ communities and history in Canada or experience working with marginalized communities.
- Strong communication skills and the ability to work independently or as a team.
- Experience in developing and implementing reference and outreach programs is an asset.
- Experience with conflict resolution and working with the public is an asset.
- Knowledge and understanding of Google Suite, Inmagic, Basecamp, and AtoM are an asset.
- The ability to take the initiative and prioritize with strong attention to detail.
- The ability to frequently move boxes weighing up to 23 kg (50 pounds).

Organization website: [www.arquives.ca](http://www.arquives.ca)

Posting: April 27, 2022

Application deadline: May 20, 2022 @ 5 pm EDT

Estimated start date: June 13, 2022

Hours and Salary: 37.5h/week, \$27/h

Interested candidates should send a CV and cover letter as one PDF document to: [jobposting@arquives.ca](mailto:jobposting@arquives.ca) with "Reference Archivist" in the email subject line.