JOB POSTING

Job title – Archivist

Job location - UFA Corporate offices, Calgary, Alberta

Closing date - February 15, 2020

Employer - United Farmers Historical Society

The United Farmers Historical Society (UFHS) is currently seeking a professional Archivist to manage the extensive archival collection of the United Farmers of Alberta (UFA). The UFHS is a not for profit organization formed in 2002 to manage the corporate Archival records and Artifact collections of the UFA.

The **UFHS Archives** exist to : collect and provide access to documentary heritage that makes a significant contribution to understanding the development of the UFA in Alberta; to make those collections accessible to the general public through its research facilities, publications, exhibits and collaborative projects with community organizations, and for UFA corporate reference.

The UFA has a long and rich history in the province of Alberta. Establishing in 1909 as an advocy group for Alberta Farmers to lobby government, then forming a political party, which in the 1921 provincial election swept the province of Alberta, retaining power until 1935. Since 1935 the UFA has primarily been an agricultural supply cooperative head-quartered in Calgary. Today, UFA operates 34 farm and ranch supply stores in Alberta and over 110 fuel stations in British Columbia, Alberta and Saskatchewan employing over 950 employees. The UFA also owns and operates several agricultural related subsidiary companies and currently boasts over 120,000 members.

Located within the UFA corporate offices in Calgary, the UFHS Archives contains a large collection of UFA related records from both corporate and private sources. A collection spanning over 11 decades from the cooperative’s early beginnings.

In April 2020 the Archives will be relocated to a larger area within the UFA office building and reorganized to better serve both corporate and public reference needs. The Archivist will help oversee that relocation, firstly in the organization of the new physical space, and then by continuing to implement professionally accepted standards, practices, policies, procedures and guidelines to protect and make the collection accessible.

Responsibilities will include but are not limited to:

1. **Manages and coordinates evaluation, selection and acquisition of UFA related records (both private and corporate) of enduring value to the corporation, researchers and the people of the province of Alberta through outreach initiatives.**

* Determining archival value and final disposition of UFA corporate records based on their enduring evidentiary, legal and historical value to the corporation and the public.
* Appraising the suitability of potential private UFA related donations based on their historical and evidentiary value in telling the story of the UFA’s evolution.
* Providing analysis to reduce the backlog of unidentified or unprocessed records.

1. **Provides intellectual and physical control of and access to archival holdings by conducting original research and documenting the contents and context of archival records.**

* Determining and implementing appropriate arrangement and storage strategies based on accepted principals, standards and methodology of modern archival science.
* Ensuring intellectual, administrative and physical control of and access to archival holdings by analysing, researching, identifying, documenting and describing their contents and context.
* Interpreting and applying legislation and drafting policy related to privacy acts, records management acts, and other national and international standards related to the management of records.
* Developing finding aids, descriptive systems and tools that comply with professional standards and procedures.
* Responding to research requests by email, telephone and in-person meetings.

1. **Provides support to UFHS Board and the UFA marketing department (and other business units) to research and provide historical content for promotion, advertising and public outreach.**

* Curating UFA Archival holdings to create displays, both digital and physical, in the UFA corporate offices and in public outreach displays in the UFA farm stores.
* Assisting UFA marketing department with researching and providing access to historical information to be incorporated into promotional campaigns.
* Assisting UFHS volunteers in researching and providing historical information on milestone events in the UFA history for the purposes of planning celebration events, publications and community engagement initiatives.

1. **Provides administrative management of the Archives facility.**

* Managing the day to day operation of the Archives with adherence to an established annual budget.
* Identifying and applying for project related grant funding.
* Managing special projects and overseeing temporary staff, project consultants, contractors and volunteers involved in various aspects of Archival work and exhibit development.
* Preparing quarterly reports to the UFHS Board of Directors and attending regular meetings of the board.
* Preparing and presenting, on request, specific information to the UFA Board of Directors.
* Tracking statistics on the number of archival requests and hours open for public access.
* Maintaining membership in and communication with professional industry associations.

**Qualifications**

**Education**

Masters’ degree in Archival Studies or Library & Information Science with a specialty in Archives; OR An equivalent combination of related experience, education and/or training.

**Experience**

Two years of experience working in an archival institution which includes the following:

* Appraisal, arrangement and description of archival records in all formats (including electronic)
* Preparation and maintenance of finding aids
* Providing public access to records
* Research and curating of interpretive displays and exhibits.
* Delivering oral presentations, from public groups to corporate boards.
* Sound understanding of archival theory and principles
* Knowledge of national and international standards for arrangement and description
* Proper care and handling of archival materials in all media

**Skills & Abilities**

* Excellent written and oral communication skills
* Ability to apply sound judgment and critical thinking to analyze and resolve complex problems.
* Ability to plan, organize and manage a complex workload.
* Possess strong ability to demonstrate tact, discretion and sensitivity when dealing with clients, stakeholders and confidential material.
* Possess superb organizational skills,
* Possess strong attention to detail, and problem-solving skills.
* Ability to work independently
* Must be able to lift up to 18Kg. (40 pounds)

**Application requirements**

* Cover letter (to include salary expectations)
* Resume
* References upon request

Applicants selected to move forward in the hiring process will be required to provide a Criminal Records Check (CRC)

Please submit Resume and Covering letter to:

Email – [**archives@ufa.com**](mailto:archives@ufa.com)Subject line - **UFHS Archivist**

Only those candidates selected for interview will be contacted directly.