



## ARCHIVES TECHNICIAN

The Eastern Townships Resource Centre (ETRC) at Bishop's University is hiring an Archives Technician to join its accredited Archives Department to process a collection of Eastern Townships Freemasons material. This is a **10-week contract** (336 hours).

The ETRC's mission is to act as a resource centre for the study of the Eastern Townships of Quebec. It is devoted to the preservation and promotion of the region's rich and colourful heritage. Accredited by *Bibliothèque et Archives nationales du Québec*, the Archives Department acquires, processes, preserves and gives access to archival fonds and collections that illustrate the development of the Eastern Townships' English-speaking community.

**Job title: Archivist**

**Location: Bishop's University, Sherbrooke, Quebec**

**Wage: \$20.00/hour**

**Duration: 10 weeks**

### **Nature of duties:**

- Processing, conservation, and description of Freemasons archival material held by the ETRC
- Digitizing archival material
- Moves boxes weighing up to 40lbs

### **Qualifications and requirements:**

- University degree in document and archives management
- Some experience in archives
- Experience in the application of the Rules for Archival Description (RAD)
- Strong written and verbal communication skills in applicant's first official language
- Advanced reading in English
- Ability to work collaboratively and effectively in both team-based and self-directed environments
- Professionalism, organizational skills and attention to detail

### **Assets:**

- Experience with AtoM software
- Knowledge of the Eastern Townships and its history
- Experience in conducting historical research

\*\*The ETRC welcomes applications from candidates not meeting all of the above requirements.

\*\*\*Applicants also interested in our Archivist posting are invited to apply for both positions.



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**Please apply directly by emailing your resume and cover letter (as one document) with the name of references by 4:30pm, March 5<sup>th</sup>, 2023 to:**

Ms. Jody Robinson  
Eastern Townships Resource Centre  
2600 College Street  
Bishop's University  
Sherbrooke (Quebec) J1M 1Z7  
Email: [etrc@ubishops.ca](mailto:etrc@ubishops.ca)

Please note that only candidates selected for an interview will be contacted.