

ARCHIVIST

The Eastern Townships Resource Centre (ETRC) at Bishop's University is looking for an archivist to join its accredited Archives Department. It is a **15-month contract for a part-time position** (14 hours/week), with the possibility of renewal.

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: \$24.00/hour

Nature of duties:

- Acquisition, processing, conservation, and dissemination of private archival fonds and collections preserved by the Archives Department under the supervision of the Head Archivist
- Reference service to researchers
- Assist in the preparation of grant applications
- Assist in supervision of interns and contract employees
- Development of the Archives section of the Centre's website
- Networking with the archival community
- Other duties as assigned
- 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 establish priorities
- 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

Benefits:

- Position includes personal and vacation days

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

Please apply directly by emailing your resume and cover letter (as one document) with the name of references by 4:30pm, February 17th, 2023 to:

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

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