



Archives Coordinator

Job Type: 6-9 month contract, 40 hours/week

Location: On-site, Rosland, BC

Salary: \$18.50 - 20/hour, DOE

Earliest Start Date: July 2, 2024

End Date: March 31, 2025

Closing Date: May 15th or Until Filled

This position is funding dependent and may require candidates to meet [Young Canada Works eligibility](#)

The Rosland Museum & Discovery Centre's mission is to preserve and dynamically present the history and culture of Rosland and surrounding areas. We do this with comprehensive indoor and outdoor displays of the industrial and social history of Rosland with a particular emphasis on the mining and skiing histories of the area. We are located directly on the "Mining in the Kootenays" historic site – on top of the historic Black Bear Mine – with 5 acres of property and 6 exhibition buildings among many other display shelters. Additionally, we have an extensive community archive, a provincial visitor information centre, numerous educational programs in-house and through outreach activities, downtown heritage walking tours, and various special events throughout the year.

Job Description:

The Archives Coordinator is focused on supporting our archival collection digitization efforts outlined in our new Digitization Strategy. The Archives Coordinator will work with the Collections Manager and trained archives staff and volunteers to focus on some of the key projects that must be completed in the archives, including:

- Assist with the digitization and cataloguing of the slide collection (includes data entry)
- Assist in the organizing of the archival side of the Autonomous Sinixt Repository
- Setting up the public research room with appropriate resources, including ensuring existing heritage building and graveyard information is in an accessible format
- Assist the Collections Manager in coordinating a public workshop on archival practice and digitization

Along with these specific projects, they will also manage public research requests, incoming archival donations, and further internal research requests for our programming, promotions, and publications. All staff assist in the general operation and maintenance of the museum, archives, visitor centre, and discovery centre, including assisting with major events and programming.

The following are **essential** qualifications for the job:

- College/university graduate in Archival, Library, Museum, History studies, or related fields.
- Familiar with the Rules for Archival Description and current archival preservation/storage methods
- Must be organized, detail-oriented, self-motivated, and have excellent time management and problem-solving skills
- Excellent research/sourcing skills and the ability to multitask while maintaining accuracy under pressure
- Excellent English verbal and written communication skills
- Passion for education and history and working with people of all ages and backgrounds
- Must be legally entitled to work in Canada

The following are **desired assets** for the job:

- Experience in museum databases like PastPerfect
- Experience in processes of digitization
- Customer service experience
- Public speaking experience
- Experience working in or with the tourism and/or cultural sector

1100 Hwy 3B (PO Box 26), Rosland, BC V0G 1Y0 | www.rosslandmuseum.ca

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Archives Coordinator - V1

- Broad knowledge of Rossland's history or BC History
- Current First Aid certificate and RCMP Security Clearance may be required

This role is not able to be fulfilled remotely. We encourage participation from the Government of Canada's job equity groups, including women, First Nations, Métis, and Inuit persons, members of visible minority groups, persons with disabilities, and persons of any sexual orientation or gender identity and expression to apply. Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that someone meets 100% of the qualifications for a role. If much of the job qualifications describe you, then please apply.

For more information about this position, please get in touch with Joelle Hodgins (she/her), Museum Director of the Rossland Museum & Discovery Centre at hire@rosslandmuseum.ca or call (250) 362-7722.

Please submit your resume and cover letter clearly demonstrating how you meet the qualifications and quoting the position(s) you are applying for by email (preferred) to hire@rosslandmuseum.ca or drop off at 1100 Hwy 3B (junction of Hwy 3B and Hwy 22). Please be prepared to provide a minimum of two professional references.