



# ARCHIVES ASSISTANT

<b>Job Title</b>	<i>Archives Assistant</i>
<b>Reports To</b>	<i>Collections Manager</i>

## JOB PURPOSE

The Rossland Museum & Discovery Centre's mission is to preserve and dynamically present the heritage of Rossland and area. We do this with comprehensive indoor and outdoor displays on the industrial and social history of Rossland 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 archives, a provincial visitor information centre, numerous educational programs in-house and through outreach activities, downtown heritage walking tours, and various special events throughout the summer.

The Archives Assistant will work with the Research Assistant, Collections Manager (where needed) and trained archives volunteers to focus on some of the key projects that must be completed in the archives, including:

-Assist Collections Manager in organizing a public archival basics workshop by contract Archivist Linda Wills

-Mobilize the volunteer pool to work through all archival donation backlog

-Re-house the artwork and map collections into new storage systems, including flattening/encapsulating the maps and repairing any damaged frames

-Replace all archival material found on display in recent inventory (with duplicates or copies)

-Review the archival cost structure with a new photo order procedure in partnership with the Columbia Basin Institute of Regional History

-Continue fonds development and update finding aids and Memory BC

-Assist the Researcher and Collections Manager in current research projects

Along with these specific research topics, the student 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.

## DUTIES AND RESPONSIBILITIES

- Assist with the daily opening, operating, and closing procedures associated with Museum and Archives operation
- Review existing status of archival collection, filing system, finding guides, and condition of high risk documents
- Review and help update the 2018 status report of the Archives, including review of priorities/goals
- Enact the recommendations received from the Canadian Conservation Institute facility assessment in August 2017 as it pertains to the Archives
- Organize (in order of arrival) all recent incoming archival donations and determine immediate needs
- Assist the Collections Manager in coordinating a public workshop on archival practice
- Assist staff and volunteers in carrying through finalizing backed up donations
- Assist in flattening, repairing, and re-housing the map collection

- Rehouse the framed works of art into new hanging artwork storage
- Replace all archival material found on display in recent inventory (with duplicates or copies)
- Continue fonds development and update finding aids and Memory BC
- Determine key photos in the collection that can be utilized for revenue generation (2019 calendar, postcard series, etc.)
- Assist programming staff in the development/evaluation of outreach programming kits where ephemera/maps/photographs are required
- Supervision of volunteers within the Archives
- Assist with maintaining the museum website (Squarespace) and various social media sites (Facebook, Twitter, Instagram, etc.) utilizing blog posts and visuals along with other staff
- Other duties as needed and as time permits

## QUALIFICATIONS

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

- Recent graduate from the Archival, Library, Museum, or History studies, or related fields.
- Familiar with the Rules for Archival Description and current archival preservation 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 multi-task 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** qualifications to the job:

- Customer service experience
- Public speaking experience
- Experience working in or with the tourism and/or cultural sector
- Broad knowledge of Rossland's history or at least BC History
- Current First Aid certificate and RCMP Security Clearance may be required

## WORKING CONDITIONS

This position requires weekend work and may require shift work. There may also be evening work for special events/programs. This position also may include working alone within the archives area of the museum.

## PHYSICAL REQUIREMENTS

This position requires occasional physically demanding work in terms of organizing and packing up/unpacking archival material up to 50lbs and the use of ladders and heavy lifting of large, bound books and boxes up to 25lbs. This also applies to set-up and takedown of programming and events and assisting other staff in their projects, including the various maintenance and housekeeping tasks.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	<i>To be reviewed November 2019</i>

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RMDC President Signature

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Date