



Heritage Professionals

Contract Archivists

Background

Heritage Professionals (HP) is a heritage consulting firm situated in Toronto. It was established in early 2012 and specializes in a variety of different heritage services in the areas of archives, information management and curatorial work. For more details, please consult the corporate website below.

Description & Duties

Heritage Professionals is seeking two to three archivists to take part in a project for our Ottawa-based client, the Canadian Union of Postal Workers (CUPW). The initiative will involve appraising, selecting, arranging, processing, preserving, and describing approximately 85 linear metres of records – in a variety of media and formats -- housed in their archives. The work will be carried out in a professional manner and in accordance with archival standards.

The archivists will report to the HP Supervisor, Ross Gordon, who will be available on site to provide support, liaise with the other members of the management team and the client, and ensure that the project is progressing according to the timeline. The project will mainly take place in the client's HQ building in Ottawa Centre and will be undertaken from April to November 2022. The contract is full-time and will run for approximately six to eight months.

Successful applicants may be relied on for future initiatives undertaken by Heritage Professionals. The client has also expressed an interest in creating a permanent position after the project ends. The archivists involved would be considered first for this potential opportunity.

Qualifications

The preferred candidates will have a completed master's degree in Archival Studies, Information Studies, or the equivalent in regard to background, training and experience in the field. The individuals will also have a minimum of 3 to 10 years of practical archival experience.

Some of the required qualifications, skills, and characteristics that the successful candidates must possess include:

- ❖ Familiarity with and expertise in the areas of archival appraisal, selection, preservation, arrangement, and description;
- ❖ Experience working with textual, graphic, and AV materials. Some experience with artefacts would be an asset;
- ❖ Thorough knowledge of Rules for Archival Description (RAD) and proven experience arranging and describing records in all media and at all levels (fonds to item) according to RAD;
- ❖ Proven expertise working with Microsoft Suite software and archival databases such as DB Textworks;
- ❖ Ability to lift boxes and items up to 30 lbs;
- ❖ Strong communication and time management skills;
- ❖ Be detail oriented and have a commitment to accuracy;
- ❖ Comfort working with a team as well as the ability to take and respond effectively to direction from above;
- ❖ Facility to conduct work in an independent fashion and take initiative when required;
- ❖ Proven capacity to resolve problems effectively and manage multiple tasks at once.

Compensation

The salary base for the successful candidates will be commensurate with their credentials and experience.

Health & Safety Provisions

Staff are expected to always act in a safe manner and ensure that those around them do not put themselves or others at risk. Safety is everyone's responsibility. This includes protocols around the coronavirus virus - vaccinations, personal spacing, and masking -- depending on external mandates.

How to Apply

Please submit a cover letter and resume with a minimum of three references via email by 5 pm (EST), 25 March 2022.

Heritage Professionals
Attention: Ellen Scheinberg, President/Principal
heritageprofessionals@yahoo.ca
Website: <http://www.heritageprofessionals.net>

Only those applicants selected for an interview will be contacted.