



Heritage Professionals

Assistant Archivist/Curator

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, primarily archival, curatorial work, and information management. In recent years, the company has also distinguished itself in the area of corporate anniversaries.

Our clients are mainly located in Ontario and include entities such as: health and educational institutions, non-profits, unions, companies, private clubs, archives, and libraries. For more details about our services and clients please consult the firm's website.

Description & Duties

Heritage Professionals is seeking a full-time assistant archivist/curator for 3-4 months to provide support in a variety of initiatives the company is undertaking for its clients from late 2022 to early 2023. If time permits, the individual will also carry out smaller tasks to support the operations of Heritage Professionals. Some of the projects involved will likely include:

- i. Assisting with the creation of an archives for the Badminton and Racquet Club of Toronto. The records involved measure approximately 25 metres in extent.
- ii. Working with the team to prepare the records created by a private individual for donation to the University of Toronto Archives. The materials measure around 67 metres in extent.
- iii. Taking part in the development of a physical exhibition to commemorate the 50th anniversary of the Denturist Association of Ontario.
- iv. Assisting with the production of content for a physical and virtual display the firm is mounting for Toronto Hebrew Memorial Parks.
- v. Updating some of the content on the Heritage Professionals website.
- vi. Providing support with social media if time permits.

While the advertised position is for 3-4 months, the position could potentially be extended well beyond that time if it ends up being a good fit for the firm.

Qualifications

The preferred candidate will have a completed master's degree in Archival Studies, Museum Studies, Information Studies, or the equivalent in regard to background, training and experience in the field. An undergraduate or graduate degree in history would be an asset. The individual will also have a minimum of one to 10 years of practical archival and/or museum experience.

Some of the required qualifications, skills, and characteristics that the successful candidate should possess include:

- ❖ Familiarity with and some experience in the areas of archival preservation, arrangement, and description.
- ❖ Experience working with textual, graphic materials, and artefacts.
- ❖ Background and experience creating virtual and physical exhibitions.
- ❖ Knowledge of the Rules for Archival Description (RAD) and experience arranging and describing records according to RAD.
- ❖ Proven expertise working with Microsoft Suite software and experience with archival databases would be beneficial.
- ❖ Familiarity working with Wordpress, creating, updating and enhancing websites.
- ❖ Experience developing content for social media sites like Facebook, Twitter, Instagram etc.
- ❖ Ability to lift boxes and items up to 30 lbs.
- ❖ Strong communication (both oral and written) 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.
- ❖ Proven capacity to respond to feedback, resolve problems effectively, and manage multiple tasks at once.

Compensation

The salary base for the successful candidate will be commensurate with their credentials and experience. The likely range would be \$28 to \$40 an hour.

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 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), 31 October 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.