

Town of Newmarket Position Description

Position Title:	Archivist
Department:	Recreation & Culture
Commission:	Community Services
Immediate Supervisor:	Manager, Culture & Community Events

Position Summary

In partnership with the Newmarket Historical Society (NHS), the Archivist will lead the NHS' Archives Restoration Project. Reporting to the NHS Board of Directors, the Archivist will be responsible for organizing, developing, digitizing, and maintaining the Archives according to industry standards, as well as recruiting, training, and managing the Archives volunteers.

Duties & Responsibilities

1. Responsible for assembling, cataloguing, preserving, and managing valuable collections of historical information which includes a full range of Archival Service Delivery:
 - Archival Appraisal – Evaluating, selecting, retrieving, and arranging Archival materials
 - Database Management & Procedures – Creating, digitizing, and cataloguing all existing Archival records, as well as establishing Archival procedures and program manuals, to increase the Archives' accessibility
 - Conservation & Preservation – Assessing the physical needs of records and applying appropriate conservation and preservation measures to ensure their long-term protection
 - Day-to-Day Operations – Running of the Archives, including managing budgets and assisting with research inquiries through telephone, email, or drop-in.
 - Training & Recruitment – Assisting in the recruitment, training, and supervising of volunteer staff
 - Accessioning – Arranging and describing new Archives donations as required
 - Relationship Building – Maintaining positive relationships with Museum staff and volunteers, and representing the NHS to the community at large
2. Ensure adherence to all Town of Newmarket protocols related to COVID-19.
3. Performs additional tasks as assigned in accordance with departmental and corporate objectives.

Supervision Requirements

Positions Supervised Directly: None

Positions Supervised Indirectly: None

Credentials Required

1. Completion of a university degree in Archival, Museum, or Cultural Studies and demonstrated working experience in a related role at an Archives or other cultural institution with significant archival holdings, and including experience in digital preservation or an equivalent combination of education and experience.
2. Knowledge of information technologies, as well as standards, trends, and industry best-practices in areas such as electronic record-keeping and digital preservation.
3. Demonstrated qualification, knowledge or experience with digital records and digital preservation.
4. Experience using "Past Perfect Museum" software version 5.0.
5. Sound written and oral communication skills, including the ability to provide clear and concise oral and written instructions.
6. Ability to work with minimal supervision and in a team oriented and collaborative environment.
7. Strong ability to demonstrate tact, discretion, and integrity when dealing with clients, stakeholders, sensitive situations, and confidential material.
8. Able to work independently and effectively prioritize and execute tasks in a fast-paced environment while ensuring deadlines are met.
9. With assistance, if required be able to lift boxes weighing up to 40 pounds and carry them for short distances.
10. Demonstrated knowledge of Microsoft Office (Word, Excel, PowerPoint).
11. Comfortable working in open source technologies and creating content and navigating social media platforms.
12. Ability to work a flexible work schedule including evenings and weekends based on Museum operating hours (Tuesday – Saturday 10 AM – 4 PM).