



Job Title: Assistant Archivist/Education Programmer  
Hours of Work: 35 Hours/Week. 9:00am to 4:30pm workday, may include weekends  
Wage: \$18.00/Hour  
Placement Date: 24<sup>th</sup> September 2020  
Placement Type: Permanent

### **About Us:**

Sidney Museum is in the middle of a transition period as we work towards the implementation of a new online database system, undertake collection inventories, and review collection management against updated policies. The various projects will result in the collection housed according to professional museum best practices and will allow for future growth of the collection. This creates an excellent, and exciting opportunity to implement your experience in archival and educational practice with a half-century old collection. The Museum's artefact collection storeroom is undergoing disaster prevention upgrades in a RE-ORG project funded by the Department of Canadian Heritage. Additionally, we are installing our first national travelling exhibit, *Snapshots of Canada*, from the Canadian Museum of History.

### **Duties & Responsibilities:**

Sidney Museum is offering an exciting opportunity for an individual interested in the archival field to join a dynamic team of staff and volunteers. Reporting to the Executive Director, the responsibilities of this position will include assisting the Executive Director with a variety of tasks such as: appraising, arranging and describing archival records; processing accessions and rehousing archival materials; conducting research; digital preservation initiatives; providing information and reference services to members of the public; ensuring compliance with all relevant copyright and privacy legislation; inputting information into the upcoming online database system; facilitating the transfer of records to the Archives; and assisting with outreach initiatives such as presentations, exhibitions, and social media. In the future, this position will also be responsible for all aspects of the education programming of the Sidney Museum including development, implementation and maintenance of in-house, and outreach programs for children as well as adults. This will include: liaising with teachers and the community regarding educational programming; developing curriculum-based educational programs and activities that utilize and feature aspects of the Museum's permanent collection (object and archival, including digitized resources) for a variety of age groups; developing programs utilizing the Museum's collections that can be offered onsite in a classroom setting by either Museum staff or classroom teacher; and delivering the developed programming and activities to school classes visiting the Museum. In both departments, this position will oversee and support a number of volunteers, who will assist in reaching these goals.

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<https://sidneymuseum.ca>

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(250) 655-6355

### **Qualifications, Knowledge and Skills:**

- A graduate of a recognised Master's Program in Archival Studies, Library Science, Museum Studies or equivalent in regards to background, training and experience in the archival field;
- the ability to work on one's own and as part of a team;
- familiarity with electronic archival databases and finding aids;
- proficiency in Rules of Archival Description;
- excellent written communication, including ability to write archival descriptions, lesson plans/guides for activities;
- good presentation and public speaking skills and experience;
- strong abilities in time management, memorization, organization, and problem solving;
- experience in, or willingness to learn, new educational techniques and methodologies;
- a willingness to adhere to health and safety standards;
- experience working with volunteers an asset;
- knowledge of local history an asset.

### **Eligibility Criteria:**

- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment;
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

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This position is considered a position of trust, and the successful candidate will be required to have a police information check as a condition of employment (Not required as part of the application process).

We appreciate all applications; however, only short-listed candidates will be contacted.

**TO APPLY:** Please submit a cover letter and resume (in PDF format: lastname\_firstname\_aedapplication.pdf) by 1 September 2020 with the subject heading: "Assistant Archivist/Education Programmer Application".

Peter Garnham, Executive Director  
info@sidneymuseum.ca