



Box 160, 111 Bear St. | Banff, Alberta, T1L 1A3 | 403 762 2291 | whyte.org

Archive and Library Assistant

The Whyte Museum acquires, preserves, interprets, and makes accessible the history and culture of the Canadian Rockies through our collections, exhibitions and programming. The Whyte Museum is looking for an Archive and Library Assistant to support in cataloguing, arrangement and description, digitizing materials and working reference. The Whyte Museum is seeking an individual who is passionate for mountain culture, the history of the Canadian Rocky Mountains, and the preservation of documentary heritage.

Responsibilities:

- Assists in the processing, arrangement and description of archival materials
- Assists in facilitating public access to archival and library materials
- Performs basic preservation tasks associated with stabilizing archival materials
- Assists in the cataloguing and classifying books and publications
- Assists in digitization of analogue holdings and in the capture of metadata
- Performs other duties as required

Qualifications:

- **Education preference:** Master's or Bachelor's degree in a related field and or an equivalent combination of education, training, and experience
- Knowledge of archival methods, and basic preservation methods
- Knowledge of Canadian archival description standards (Rules for Archival Description)
- Knowledge of library cataloguing and classification standards
- Knowledge of content management systems (such as InMagic DBTextworks) would be an asset
- Excellent time management and organizational skills with the ability to work with minimal supervision
- Care and handling of fragile and irreplaceable materials
- Excellent communication skills
- Allergy Alert *Possibility of exposure to allergens such as dust and mould
- Comfortable with the use of ladders or stairs and the physical ability to lift up to 20 pounds
- Familiarity with Banff National Park, the Bow Valley, and Western Canada would be an asset

Start date: May 15, 2019

Rate of pay: \$20.25 per hour

Hours of work: Three days a week (21 hours) Wednesday, Thursday Friday.

Apply by April 15, 2019

Please submit by email to Nicole Ensing, Archivist, Whyte Museum of the Canadian Rockies nensing@whyte.org

- 1) Cover letter with broad statement of interest in the position;
- 2) Curriculum vitae;
- 3) Names of three references, including most recent supervisor.

We welcome and encourage applications from all qualified individuals. We welcome applications from women, persons with disabilities, members of visible minorities, Indigenous Peoples, and people of all sexual orientations and genders.

Application Deadline – April 15, 2019 - *Only those candidates selected for interviews will be contacted.*