



# Employment Opportunity

## Full-time

### Internal/External

May 10, 2022

## Archivist – Posting # 2022-58

---

**Department:** Community & Development Services  
**Location:** Museum of Lennox and Addington  
**Hours:** 35 hrs per week, 9:00 am to 5:00 pm (Monday-Friday) with flexible hours as required  
**Salary:** \$61,570.60 to \$72,017.40 per year plus a comprehensive benefit package  
**Closing Date:** May 27, 2022

The goal of the Museum of Lennox & Addington is to preserve our past so that we can learn more about who we are today.

We are looking for a dynamic and professional Archivist who will help us preserve and tell the stories of our County's people, businesses and government. Our dynamic collection of photographs, letters, diaries, maps, newspapers, land records, government records and genealogical sources is waiting for you.

Here are some of the things that will be part of your day-to-day life with us:

- Identify, select, acquire, appraise, accession and arrange archival records to ensure their continued preservation and availability.
- Develop strong working relationships with community members, potential donors and municipal office staff to build our collection through donations, acquisitions and record transfers.
- Provide professional and high-quality reference services and research support for public inquiries that include genealogical, local history, and academic requests.
- Actively participate in the development and implementation of programs, exhibits, presentations and outreach to promote the Museum and the history and heritage of our County.
- Digital preservation management of digitized and born-digital files; maintain other digital platforms to ensure public accessibility to digitized content.
- Basic conservation work on archival collection.
- Provide support to the Museum team as required.

### QUALIFICATIONS:

- Masters of Archival Studies (MAS) or Library and Information Sciences (MLIS, LIS) with archives specialization, combined with relevant post-secondary education.
- A minimum of three years' experience working in archives, preferably in a municipal environment.
- Commitment to maintaining professional knowledge base and skills through continued education and research.
- Demonstrated experience arranging, describing and providing access to archival records according to the Rules for Archival Description (RAD).
- Proficiency in Microsoft and Adobe Suites required and working knowledge of Past Perfect an asset.
- An understanding of how the Canadian Copyright Act and Freedom of Information and Protection of Privacy Act are applied in archival settings.
- Self-motivated, with the ability to work independently under minimal supervision.
- Developed written and verbal communication skills.
- Demonstrated interest in local history, museums and heritage arts.
- Strong at developing internal and external relationships.
- A track record of innovation and creativity.
- Must be able to lift up to 40lbs.

Please access the application process through Star Garden at: <https://www.lennox-addington.on.ca/employment>

Note: you are able to apply using a mobile phone but we are working on improving the service

*Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act for the purpose of applicant selection. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Resumes received after the closing date will not be considered.*

*Please note that accommodations are available upon request to support the participation of persons with disabilities in applying for jobs and during the interview and assessment process. If you require an accommodation, please call the County's Human Resources Department at 613-354-4883 to discuss. We will work with you to meet your needs.*