



## *Tk'emlúps te Secwépemc*

(Kamloops Indian Band)

# JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

**POSITION TITLE:** Museum Archivist  
**DEPARTMENT:** Language and Culture Department  
**SUPERVISOR:** Museum Administrator and Language and Culture Manager  
**TERMS:** Full Time  
**Reference #:** 2019 – 069 REPOST

### **PURPOSE OF POSITION:**

The purpose of this position is to perform skilled archival work that includes acquiring, accessioning, appraising, classifying, describing, arranging, and providing access to a variety of historical materials and objects such as records, papers, maps, photographs, prints and other documents

### **DUTIES AND RESPONSIBILITIES:**

1. Oversee the collection, arrangement and preservation of various archival materials to ensure successful day-to-day operations of the Museum. (95%)
  - Plan, organize, implement and control the day-to-day operations of the archives to ensure effective use, access, preservation and security of the resources and facility.
  - Acquire, appraise, develop, document and maintain archival records such as historical materials, public and internal documents, private papers, maps, book, photographs and prints.
  - Respond to research and requests for photo documentation and historical fact and information.
  - Answer inquiries from leadership, community members, interest groups, cultural and heritage organizations, and the public and internal contacts relating the museum and archives.
  - Coordinate the ordering, billing and processing of photographic reproduction requests; oversee the work of contracted photographer staff
  - Research and write historical text for use in various public programs
  - Aid researchers and other upon request in the use of catalogues, finding aids, indices, and make materials available according to accessibility regulations (e.g., Freedom of Information Protection of Privacy Act and internal policies and laws).
  - Access resources available through archives, repositories, libraries and museums as necessary
  - Review all archival donations for potential accession and catalogue those objected donated.
  - Maintain proper environmental, storage and conservation conditions necessary to preserve photographs and films and other collections.

- Monitor and protect artifacts from improper handling, light, heat and humidity.
- Work with other museum staff to provide educational programs, develop exhibits, and promote archives to the TteS community and general public through multiple means of communication and media.
- Attend meetings, workshops, seminars and other organized activities related to work as required.
- Seeks opportunities for grant funding and prepares funding proposals when requested or approved.
- Ensure Secwepemc Museum and Heritage Park Policy and Procedures' Manual are followed for archival collections, exhibits, photographic reproduction services and internal operation of the Museum.
- Create and maintain document and computer catalog files for each item of collection.
- Operate and update an archival automated cataloging system.
- Provide training and oversees volunteers and seasonal staff.
- Represent the museum with local, regional and national professional organizations.
- Maintain a current knowledge of archival theory and literature.
- Maintain membership in archival and oral history societies.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of the TteS.

2. Other related duties as required. (5%)

#### **QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:**

##### **Professional Certification, Education and Experience**

- Bachelor's Degree in History, First Nations Studies, Museum Studies, or other related disciplines
- A minimum of one-year experience in professional archives, including six month's previous experience with electronic archival processes.
- At least 1-3 years' work experience in a similar work environment or an equivalent combination of education and/or training
- Extensive knowledge of Secwepemc culture, history and lifestyle is required
- Familiarity with Secwepemc Language is required, a language proficiency certificate would be an asset

##### **Skills and Abilities**

- Thorough knowledge of modern archival principles, techniques and procedures.
- Knowledge of RAD, Canadian professional archival standards and principles, appraisal, arrangement, RAD based descriptions, creation of finding aids, and basic conservation techniques.
- Ability to coordinate museum archive document operations and activities.
- Ability to maintain environmental and storage conditions and supplies necessary to preserve antique and contemporary photographs and films.
- Ability to research, acquire, classify, describe, arrange, catalog and preserve historical documentation.
- Ability to appraise and evaluate documents and other materials, and to determine the collection's historical or cultural significance and suitability for the Museum's archives.
- Effective oral and written communication skills.
- Demonstrated ability to interpret, explain, and apply written and oral instructions, procedures and regulations.
- Ability to present information to audiences in an engaging manner.

- Advanced computerized record keeping skills and versed in Microsoft Word, Excel and Microsoft Outlook applications.
- Strong analytical, organizational and coordination skills.
- Ability to verify research, collect data and prepare reports, proposals and other documents.
- Proven ability to set priorities and meet deadlines.
- Ability to maintain confidentiality and have high ethical standards.
- Ability to take initiative and work independently.
- Must be able to work effectively as a member of a team and have strong service orientation and problem-solving skills.
- Ability to work in multi-cultural settings.

**HOURS OF WORK:** Normal Day shifts – 7 hours. Non-normal shifts maybe required.

**PAY GRADE:** As per current TteS wage grid.

Tk'emplúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

**Deadline for the Job posting is Sept 18, 2019 by 2:00pm**

**Submit Job Application Form, cover letter, resume, and references  
online: <https://tkemlups.ca/job-application-form/>, by fax: 250.828.9847,  
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.**

**Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &  
closed for lunch from 12:00pm to 1:00pm**

**We require each applicant to fill out  
an online application form which can be found at: <https://tkemlups.ca/job-application-form/>**

**Any late submissions or submissions without the job application form will not be considered.**