



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
TERMS: Full Time, Permanent
REFERENCE #: 2022-006

PURPOSE OF POSITION:

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

DUTIES AND RESPONSIBILITIES:

Oversee the collection, arrangement and preservation of various archival materials to ensure successful day-to-day operations of the Archives. (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.
- Develop and maintain administrative and other documentation.
- Establish archival systems and process'.
- Acquire, appraise, process, develop, document and maintain archival records such as electronic records, historical materials, public and internal documents, private papers, maps, book, photographs and audio/visual materials.
- Respond to research and reference requests.
- Answer inquiries from leadership, community members, interest groups, cultural and heritage organizations, and the public and internal contacts relating the archives.
- Coordinate the ordering, billing and processing of reproduction requests and permissions requests as well.
- Research and write historical text as needed.
- Aid and instruct researchers and others upon request in the use of the archives such as: 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).
- Perform digitization and reformatting of various archival formats according to professional standards and best practices.

- Plan, organize and work with vendors to outsource archival digitization projects as needed.
- Be responsible for the care and management of TteS records including establishing and maintaining a records management system for TteS.
- Access resources available through archives, repositories, libraries and museums as necessary
- Review all archival donations for potential accession and process donated records and work effectively with donors and visitors to the archives.
- Maintain proper storage and conservation conditions necessary to preserve all archival records.
- Monitor and protect records through proper archival preservation practices.
- 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. Plan, organize, manage and implement grant projects and other projects
- Ensure Secwepemc Museum and Heritage Park Policy and Procedures' Manual are followed for archival materials, reproduction services and internal operation of the Archives.
- Create and maintain document and computer files for all archival records.
- Operate and update an archival automated database system.
- Provide training and oversee volunteers and temporary staff.
- Represent the archives with local, regional and national professional organizations.
- Maintain a current knowledge of professional archival standards and best practices.
- Maintain membership in professional archival organizations.
- Perform all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintain confidentiality on all matters relating to the affairs of the TteS.
- Complete reports as required.
- Develop, write and update archival procedures.

Other related duties as required. (5%)

Professional Certification, Education and Experience:

- Master of Archival Studies Degree or Masters Degree in a related discipline.
- A minimum of three to five years experience in professional archives, including previous experience with electronic archival processes and experience developing archives that meet archival standards and best practices.
- At least three to five years' work experience in a similar work environment or an equivalent combination of education and/or training
- Knowledge of Secwépemc culture, history and lifestyle is required
- Familiarity with Secwépemc Language is preferred, and a willingness to learn Secwepemctsin.

Skills and Abilities:

- Thorough knowledge of current archival principles, techniques and procedures.
- Knowledge of RAD (Rules for Archival Description), RAD based descriptions and creation of finding aids as well as appraisal and arrangement and description.
- Knowledge of preservation and conservation techniques.
- Knowledge of Canadian and international professional archival standards and principles.
- Ability to coordinate museum archive document operations and activities.

- Ability to maintain storage conditions and supplies necessary to preserve archival records.
- Ability to research, acquire, classify, describe, arrange, catalog and preserve historical records.
- Ability to appraise and evaluate documents and other materials, and to determine the historical or cultural significance and suitability for the 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 and other applications, programs and databases.
- Must be very detail orientated.
- 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'emlúps 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 January 27, 2022 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment>, 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/employment/>**

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