



Richmond County Historical Society  
1161 Route 243  
Melbourne Township, Quebec J0B 2B0  
info@rchs-shcr.ca | 819-826-1332

## Archivist Technician – Detailed Job Description

### Job Description

#### 1. Technical Duties:

- Performs archival work on personal papers and organizational records requiring sorting and description.
- Participates in preliminary review and handling of newly acquired items or assigned collections. Removes duplicate and extraneous material as directed.
- Assists in the initial review of archival collections to assess physical condition.
- Organizes and compiles information for accession and descriptive records.
- Identifies collection material and organizes according to prescribed plan.
- Contributes to the compilation and maintenance of finding aids and other descriptive compilations.
- Follows a prescribed plan to identify and label material for conservation and inventory control.
- Stores material according to instructions, performing tasks such as shelving, relocating collections, transferring items, containers, and files, and marking them for special identification or handling.
- Monitors processing supplies levels and communicates purchasing needs.
- Supports digitization projects and reprographic services by scanning items from the collection in accordance with set standards and ensuring accurate metadata completion.
- The employee regularly collaborates with RCHS staff and volunteers through in-person, phone, mail, email, or virtual meetings. Occasionally, they engage with summer student employees, interns, or volunteers for project-based work, and may also interact with community researchers as required.
- The incumbent will routinely utilize standard computer and office equipment and software, as well as archives system software and related applications.
- Makes independent decisions within established policies, procedures, standards, and legislation, discussing complex topics with Archivist.
- In consultation with the Archivist, assists in revising accession entries and item-level descriptive records.
- Sorts items for removal or merging of items or records and ensures appropriate physical processing.
- Interprets and applies policies, procedures, and regulations.
- Makes recommendations for procedures or new work routines.

#### 2. Conservation Support Duties:

- Performs standard preventative conservation measures.
- Cleans, repairs, encapsulates, and copies a diverse range of materials, including textual records and photographs.