

- Creates phase boxes, portfolio covers, pamphlet covers, and custom enclosures from materials provided.
 - Contributes to the assessment of items for conservation or repair treatment.
- 3. Customer Service Duties:**
- Addresses straightforward queries with immediate and definitive answers; redirects complex inquiries to the Archivist.
 - Interprets and applies access procedures and regulations, seeking guidance from the Archivist for challenging issues.
 - Monitors archival consultations to ensure document safety and security.
 - Retrieves and returns material as required.

Requirements / Qualifications

1. Education:

- Possesses an Archives Technician Diploma or an equivalent combination of education and experience.

2. Computer and Office Skills:

- Proficient in computer and office skills.
- Demonstrated working knowledge of Windows-based software and web literacy.
- Proficient in archival accessioning and description-creation.
- Familiarity with the Rules for Archival Description.

3. Skills and Qualifications:

- Accuracy, efficiency, and attention to detail are essential qualities.
- Ability to work independently and to set work priorities independently.
- Strong problem-solving and organizational skills.
- Time and workflow management; adaptability to change.
- Skill in navigating databases and catalogues.
- Effective communication skills.
- Ability to work with resources in all formats.
- Functional level in French is an asset.
- Ability to exercise considerable judgment based on knowledge of archival theory, practice, and specialized skills.

The Richmond Historical Society invites applications from all qualified individuals. The RCHS is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal Peoples, persons with disabilities, and persons of any sexual orientation or gender identity.

In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.