



Richmond County Historical Society
1161 Route 243
Melbourne Township, Quebec J0B 2B0
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Archival Technician – Job Posting

Reporting to the Archivist, the Archival Technician position at the Richmond Historical Society offers a dynamic opportunity for individuals experienced in archival work to contribute to the preservation and accessibility of historical collections.

This **full-time position** is primarily located at the Richmond County Historical Society Museum in Melbourne, Quebec, but archival processing duties at other locations may be required (e.g., digitizing oversized documents in a larger facility, etc.). The role provides flexibility in work hours and days worked per week, as discussed with supervisor. Occasional remote work is a possibility, subject to discussion and agreement with supervisor.

Job Summary

- Within established policies and procedures, using appropriate standards (e.g., Rules for Archival Description) and systems, and in consultation with the Archivist, accession, inventory, process, create file and item listings, clean, apply minor conservation and preservation measures, store, research, and provide access to archival collections.
- In consultation with the Archivist, assist in implementing digitization and digital preservation programs and projects.
- Learn, understand, practice, and document standard operating procedures.
- Assist with archival security procedures.
- Assist in creating and maintaining documentation concerning the processing of archives and train summer students, interns, and volunteers in the same.
- Exercise discretion and confidentiality and operate in accordance with relevant provincial and federal legislation.
- May be required to perform customer service duties in the archival consultation space, including monitoring and retrieval services to visitors of the Archives.

Hourly Rate: \$23 – 25 per hour, depending on experience and qualifications

Hours: 35 hours per week (full time)

Duration: early January to late December, 2024 with the possibility of renewal, contingent upon securing sufficient funding, amongst other criteria. The start and end dates are somewhat flexible and can be discussed further upon request.

To apply, please submit your CV and cover letter to info.rchs.shcr@gmail.com. Applications are being accepted until the position is filled.

If you do not receive a confirmation that your application was received, please re-send.