

## JOB POSTING

### Archivist and/or Historian, Culture & Heritage Department

**Reports to:** Director of Culture & Heritage

**Job Duration:** Full-time, Annual contract, possible extension if required.

**Summary:** As a key member of the Tahltan Archive Project, the Archivist/Historian will assume a strategic role in the overall management of the Archive Project. She/He will have responsibility for planning, implementing, managing, and maintaining overall organization of the project. This will include direct responsibility for creating standard operating procedures in handling all forms of media included in the project, structure of the physical & digital archive, maintenance and upkeep procedures, job costing, legal, and partnership compliance.

The completed project will be utilized to assist the TCG in preserving and transmitting to future generations vital cultural knowledge about the relationship of the Tahltan Nation to Tahltan Territory, including knowledge held by Tahltan knowledge keepers.

### Responsibilities:

- Overseeing the process of collecting, compiling, and managing information on Tahltan use and occupation of Tahltan Territory, including reviewing and summarizing relevant documents; conducting research and analysis; selecting proper research methodologies for locating and accessing relevant documents, including archival and record center documents; locating and analyzing relevant secondary literature, as necessary;
- Identifying and establishing appropriate software and database systems for organizing and storing collected compiled information on Tahltan use and occupation of Tahltan Territory.
- Inputting collected and compiled information into database systems;
- Liaising with TCG executive, staff, knowledge keepers, and legal counsel as necessary; and
- Other duties as required.

## Qualifications and Requirements:

- A graduate degree in history (MA or PhD) with an expertise in the history of Indigenous-Crown-settler interactions. A familiarity with the history of the provincial north is preferable, though not essential. Potential partnerships with graduate students in relevant disciplines at UNBC would be considered;
- A thorough understanding of the types of materials held by Library and Archives Canada and the Provincial Archives of BC as well as a familiarity with accessing records in smaller facilities and from reliable online sources;
- An aptitude for organization and a focus on details to catalogue and manage a document database. Archival studies course work or experience an asset; and
- Knowledge of appropriate document management, including ability to recommend a system for TCG.

## Personal Skills & Attributes:

- Exceptional organizational skills and demonstrated leadership qualities;
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with staff at remote locations is essential;
- Knowledge and/or experience of Archival databases, proficiency in effective standard operating procedures regarding archive organizational structures; and
- Mac or PC proficiency is essential (Windows environment) and strong working knowledge of Microsoft Office Programs.

## Remuneration and Work Hours:

- Salary negotiable.
- Work hours will be 9 am to 5 pm, Monday to Friday, however it is the nature of the position to work beyond regular office hours as well as weekends.

**Work location:** The position will be primarily based in Dease Lake where the physical archive is. Therefore, travel to and from Tahltan Territory will be required.

**How to apply:** Please email your resume and cover letter, in PDF file format, to [executivedirector@tahltan.org](mailto:executivedirector@tahltan.org), with subject as “**Archivist/Historian Application, Attention Executive Director**”

**Deadline for Application:** July 24, 2020