

JOB POSTING

Archive Assistant

Reports to: Archivist/ Culture & Heritage Director

Job Duration: Full-time

Summary: We are looking for one (1) Archive Assistant to join our team! Reporting to the Archivist and the Culture & Heritage Director, you will support a multi-phase initiative to organize an archive that will house Tahltan historical, cultural, and administrative history. We have various mediums that house information and you will become fluent in the standard operating practices of how to organize and preserve each one. All of these materials constitute a part of Tahltan peoples' documentary legacy.

In the first phase of the initiative, you will help to create a physical archive and a digital catalog of in-house records. We are looking for a Tahltan community member who has a keen interest in Tahltan culture and history, is methodical and organized, willing to learn new skills, and can work as part of a team or independently, with or without supervision.

Responsibilities:

- Work with the Archivist to conduct simple processing and basic collection management (i.e., accessioning, appraising, arranging, labelling, describing, and cataloging) of in-house historic, cultural and administrative records.
- Perform basic conservation and preservation of digital and physical records and archives.
- Participate in training opportunities to improve knowledge and skills in archives development, both with the Archivist and external organizations.
- Support outreach and relationship-building with Department Directors of the Tahltan Central Government (TCG) and other Tahltan Nation entities with active or potential interests in the archives.
- Performs other duties as assigned.

Qualifications and Requirements:

- Familiarity with database programs and word processing software.
- Familiarity with archival research and/ or other types of qualitative research.
- A familiarity with the organization of a First Nation's administration, their departments, and activities.
- A sincere interest in Tahltan culture and history.
- Ability to occasionally lift and/or move up to 50 pounds. The employee will be exposed to dust, dirt, and other possible allergens.

Personal Skills & Attributes:

- Excellent reading and interpretation skills.
- Ability to follow instructions, both written and verbal.
- A methodical and organized approach to work.
- A willingness to learn new things.
- Must be able to work independently and sustain close attention to detail over a long period of time.

Remuneration and Work Hours:

- Salary will be competitive and negotiable.
- Work hours will be 9:00 am to 5:00 pm, Monday to Friday, 70 hrs. biweekly.
- This role will be a 12-month contract which will be reviewed annually and based on available work.

Work location: This position requires the assistant to be located in Dease Lake Monday to Friday. The large majority of work for the first phase of the archive initiative is the physical handling of records and other media. We will take necessary measures to ensure a safe working space during the pandemic.

How to apply: Please email your resume and cover letter stating, 'why you're the perfect candidate,' in PDF file format to hr@tahltn.org with subject line: "**Archive Assistant Application, Attention Culture & Heritage Director**"

Deadline for Application: Until filled

(Note: We reserve the right to hire sooner than the deadline if we secure a qualified candidate).