



Great City, Great Work, Great Future!

Archivist

DEPARTMENT:	Museums & Heritage Services	STATUS:	Regular Full-time
NO. OF POSITIONS:	One	UNION:	CUPE Local 387
HOURS OF WORK:	35 hours per week*	SALARY:	\$61,361 – \$72,245 annually plus benefits (2019 rates)

New Westminster Museums and Heritage Services is looking for an enthusiastic, collaborative, and creative Archivist with demonstrated experience in archival collections management, arrangement and description, database systems, digitization processes, employee and volunteer supervision, preventative conservation, and facilitating access (in-person and online) to archival collections. You will also participate in city and museum initiatives in the areas such as Indigenous reconciliation, exhibition development, and community engagement.

This is an excellent opportunity for an Archives professional with demonstrated initiative, strong leadership abilities, and exemplary public service and communication skills.

If many of the following characteristics and skills describe you, we want to meet you!

- You have a Master's Degree in Archival Science plus sound related experience, or an equivalent combination of training and experience acceptable to the employer
- You have considerable knowledge and proficiency in the established standards (RAD) for acquisition, accessioning, appraisal, arrangement, description, indexing and conservation of archival materials
- You have demonstrated sensitivity to issues associated with the stewardship of information related to Indigenous peoples
- You are proficient in the history, growth and development of Canada, particularly in relation to British Columbia, the City of New Westminster and settler-indigenous relations in the Lower Mainland of British Columbia
- You have excellent research, analytical, critical thinking and report writing skills
- You have excellent customer service skills and demonstrated ability to provide archival reference services
- You have strong interpersonal and communication skills and the ability to deal discreetly with highly confidential matters
- You can prepare budgets and grant applications as well as monitor revenues and approved expenditures
- You have the ability to develop, organize, and administer archival operations and recommend policies
- You are experienced in supervising the work of employees and volunteers
- You are capable of maintaining archival database and management systems using accepted professional standards
- You are skilled in public speaking and promoting interest in and awareness of the municipal and community archives
- You have the ability to successfully build and maintain effective working relationships with internal and external contacts
- You have a knack for preparing a variety of written materials related to the work
- You can work independently with minimal supervision
- You are physically able to lift and/or move boxes of archival materials
- You have the ability to successfully pass and maintain a satisfactory police information check

**This position works non-standard hours, including weekends.*
Please note that qualified candidates must be available to work a flexible schedule.*

Apply by sending your cover letter and resume quoting **competition #19-104, by January 31, 2020** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC V3L 1H9, Fax: 604-527-4619 or e-mail to hr@newwestcity.ca.

*The City of New Westminster welcomes diversity and encourages applications from all qualified individuals.
We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*