



Yukon Council of Archives
Box 31089
Whitehorse, Yukon
Y1A 5P7

Yukon Council of Archives Community Archivist Position

Term: October 2017 – March 2018 (6-month position; possible renewal in 2018/19)

1. Scope of Work

Yukon Council of Archives (YCA) requires a professional archivist to work with First Nations, museums and other organizations in Yukon communities and Whitehorse to assist their staff in developing records and archives management policies, procedures and implementation strategies to ensure priority records are identified, appraised, arranged, described, and preserved for access to meet appropriate standards. Original Yukon records of enduring value are preserved in 14 First Nations cultural centres, heritage and records departments, 12 community museums and heritage societies, Yukon College and the Yukon Archives. The YCA board will determine the criteria and priority for selection of organizations and projects through discussions with YCA member organizations.

The Community Archivist will work directly with staff on priority tasks identified by each organization including:

- Development of records and archives management policies, procedures, and implementation strategies including on-site training for staff;
- Identification of priority record series;
- Appraisal, arrangement and description of selected records to accepted archival standards;
- Identification of preservation and conservation requirements, and implementation of acceptable options as appropriate with advice and assistance from Yukon Archives Conservator;
- Addition of records descriptions to finding aids and on-line databases, including Archives Canada as appropriate;
- Preparation of reports and recommendations for organizations and YCA board.

2. Education and Experience

The Archivist will be a professional archivist with a Master's degree in archives, records and information management, plus several years' experience in arranging and describing records, and ideally some knowledge of northern and First Nations communities or similar settings. Candidates with equivalent education and experience will be considered. The Archivist must be familiar with records and archives management theory and practice, Canadian Rules for Archival Description (RAD), on-line access tools for archival records, and related methodologies.

3. Timeframe

The proposed work and travel schedule includes community visits and report writing over 6 months between October 1, 2017 and March 23, 2018.

4. Terms of Employment

The successful candidate will work as an employee of the Yukon Council of Archives at a salary in accordance with funding available and commensurate with education and experience. Salary will be between \$30 and \$35 per hour plus 8% vacation pay. YCA will reimburse expenses for travel within the Yukon, plus accommodation (for all communities) and meals (outside Whitehorse) in accordance with available funding and agreed rates of expenditure for northern conditions.

Hours: 5 days/week at 7.5 hours/day = 37.5 hours per week x 24 weeks (2 weeks off between December 25 – January 1)

5. Reporting Relationship

The Project Managers (YCA Board Members) will:

- Determine the criteria and priority for selection of organizations and projects through discussions with YCA member organizations;
- Establish contacts and project work plans with community organizations and staff;
- Provide ongoing supervision of the Community Archivist and reporting to community organizations;
- Manage arrangements for travel and accommodation, employee payroll, processing of invoices for expenses;
- Oversee direction for targeted records work, report writing and other requirements as needed.

The Project Managers will work with a Project Advisory Committee including 1 YCA rural member and the Territorial Archivist to provide additional support for the Community Archivist.

Please send resume and cover letter including the names of 3 references by **Friday September 8, 2017**, no later than **4 PM Pacific Daylight time** to:

YCA Recruitment Committee
c/o lrjresearch@icloud.com
telephone 867-332-3929
Linda Johnson