



Employment Opportunity

Yukon Council of Archives: Itinerant Community Archivist

Yukon's archival heritage is preserved by diverse institutions in 15 First Nations; 12 community museums, heritage and cultural societies; Yukon University and Yukon Archives. Only Yukon Archives and two First Nations have archivists on staff. Other organizations rely on heritage staff or contractors to process archival records. YCA offers assistance to community archives through an itinerant Community Archivist program, with on-site advice for archives and records management development.

In December 2022 YCA will hire one or two professional archivists for short term work **in a two to three month employment position** for the YCA itinerant Community Archivist program. The archivists will travel to archives in selected Yukon rural communities and Whitehorse to assist staff in First Nations and community organizations with archival development. There is a large backlog of unprocessed and therefore unavailable records, at risk of being damaged or lost owing to inappropriate storage and lack of identifying data. Archival descriptions and preservation projects will allow access to northern records for residents and researchers from around the world for all present and future generations.

The **Community Archivists** will work directly with local staff to:

- Identify priority records for arrangement, description and preservation
- Design appropriate archives policies, plus appraisal, arrangement and descriptive procedures
- Provide training in archives and records management processes
- Implement archives policies and procedures.

Employment Dates:

- Orientation: @ December 16 - 23, 2022 (via Zoom, evenings, weekends)
- Travel to Yukon: @ mid-January – early February 2023
- Yukon Based Archival Projects: @ 8 to 10 weeks full time January – March 2023 including work in selected rural community archives and Whitehorse plus reports on work completed

Project Oversight

The Project Manager (YCA President) and YCA board members will provide ongoing supervision of the Community Archivists; contacts with community archives staff; arrangements for travel and accommodation; processing of invoices for fees and expenses; direction for surveys and report writing; and other related oversight requirements as needed.

Education and Related Experience:

The ideal candidates will have a Master's degree in Archives Management or related discipline, plus several years of experience working in archives and/or records management settings, preferably with some experience working with small community and/or Indigenous archives and records programs. Must have a valid driver's license and be willing to travel in winter.

Hours of work: 7.5 hours/day, 5 days/week, @ 9-11 weeks

Hourly rate: \$45 - \$55/hour (depending on education and experience)

Fees and Expenses

Fees will be negotiated as a project employment position commensurate with the education and experience of the successful candidates. YCA will reimburse expenses for travel to/from and within the Yukon, plus accommodation and meals in accordance with available funding and agreed rates of expenditure for northern conditions.

Application and Selection Process

YCA board will conduct interviews to select suitable candidates in early December 2022. Applicants should email a detailed letter of interest and resume no later than **midnight December 9, 2022** to: yukoncnclarch@gmail.com

Interviews will be scheduled on Zoom from December 12 -15, 2022, with decisions announced by December 16, 2022.

For more information please contact: Carey Isaak at 867-333-1700