



ARCHIVIST/PROJECT MANAGER

Annapolis Heritage Society (AHS)

<https://annapolisheritagesociety.com/>

Location: 136 George Street, Annapolis Royal, NS

Job Type: Seasonal part-time contract; 2-3 days weekly

Language Required: English

Fee: \$8,000 - \$9,000 (depending on qualifications)

Start Date: May 16, 2022

End Date: Sept. 30, 2022

Application Deadline: May 8, 2022

AHS Declaration

The Annapolis Heritage Society is committed to encouraging a diverse and inclusive community. We welcome applications from underrepresented communities including LGBTQ, BIPOC and persons with disabilities.

ABOUT THE ANNAPOLIS HERITAGE SOCIETY

The Annapolis Heritage Society (AHS) is an incorporated, non-profit society that owns and operates the O'Dell House Museum, Archives & Research Centre as well as the Sinclair Inn, both located in Annapolis Royal. AHS also manages the provincially owned North Hills Museum in Granville Ferry. Established in 1974, AHS aims to preserve, celebrate and provide public access to the history of Annapolis and surrounding areas. It houses a large collection of artifacts, archival materials and research resources and provides regular public programming including visitor tours, exhibitions, events and genealogical services.

POSITION SUMMARY

Following AHS policy, reporting to the Executive Director and Curator, and working with a photo consultant and volunteers, the Archivist/Project Manager is responsible for the execution of a DHCP-funded project to accession and digitize historic photographs from the AHS Collection.

PRIMARY DUTIES AND RESPONSIBILITIES

Archival

- Following industry standards, provide training for up to 8 volunteers in: accessioning, rehousing, description and uploading of photographic records to provincial database (MemoryNS)
- Supervise and review the work of volunteers

Coordination

- Review and refine application plans, along with photo consultant and in consultation with AHS ED and Curator
- Ongoing planning with photo consultant to ensure targets are met
- Ongoing project planning and management including scheduling, communications, tracking of progress and weekly meetings with AHS ED and Curator
- Plan and execute 2 community “identification gatherings” and 1 end- of- project public presentation
- Carry out evaluation and final reporting

PREFERRED SKILLS AND QUALIFICATIONS

- Training and experience in the field of archives records management
- Knowledge of Rules for Archival Description
- Experience with MemoryNS database will be given preferential consideration
- Experience in training and supervising others
- A strong sense of leadership, ethics and diplomacy
- Excellent oral and written communication with presentation skills
- Strong organizational skills
- Attention to detail
- Familiarity with Microsoft Office Suite and ability to adapt to other technological tools and platforms
- Familiarity with social media platforms
- Legal eligibility for employment in Canada
- Ability to work flexible hours
- Sense of humour

SKILLS AND KNOWLEDGE ASSETS

- Knowledge of: the history of Nova Scotia; the town of Annapolis Royal and surrounding area; social history of Nova Scotia

PLACE OF WORK

- The O'Dell Museum, Archives and Research Centre, 136 George Street, Annapolis Royal

TERMS AND CONDITIONS OF EMPLOYMENT

The Annapolis Heritage Society, by policy, has adopted the Nova Scotia Labour Standards for most of its terms and conditions.

TO APPLY: Apply with a cover letter and C.V. by emailing: annapolisheritage@gmail.com
Please enter the job title in the subject line (Archivist/Project Manager). As part of your cover letter, please respond to the following question. "What makes you the ideal candidate for this job?"

APPLICATIONS DEADLINE: May 8, 2022