



## **ARCHIVIST/VOLUNTEER COORDINATOR**

**Location:** O'Dell House Museum, Archives and Research Centre, Annapolis Royal, Nova Scotia

**Job Type:** part-time contract

**Language Required:** English, French an asset

**Fee:** \$13,500 - \$14,500 (depending on qualifications)

**Start Date:** May 15, 2023 (negotiable)

**End Date:** Nov.10th, 2023 (negotiable)

**Application Deadline:** April 30<sup>th</sup>, 2023

### **ANNAPOLIS HERITAGE SOCIETY 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 Director-Curator, and working with a photo consultant, student staff and volunteers, the Archivist/Volunteer Coordinator is responsible for the execution of a grant-funded project to accession and digitize historic photographs from the AHS Collection. The bulk of the work will take place between May and September, with the entire project to be completed on or before Nov.10<sup>th</sup>, 2023.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

#### **Archival:**

- Following industry standards, provide training for 8-10 volunteers and AHS staff in: photo scanning, accessioning, rehousing, description and uploading of photographic records to provincial databases (MemoryNS, Collective Access) and AHS internal database.

- Following industry standards, create digital scans, accession, rehouse, describe and upload photographic records to provincial databases (MemoryNS, Collective access), as well as the AHS internal database.
- Supervise and review the work of volunteers and AHS student staff members.

### **Coordination**

- Recruit and coordinate project volunteers.
- Review and refine project plans in consultation with the photo consultant and AHS Director-Curator.
- Ongoing project planning and management including scheduling of volunteers public communications (such as project promotion), tracking of progress and weekly meetings with AHS Director-Curator.
- Plan and execute 2 community engagement events and 1 public presentation.
- Assist the Director-Curator with project evaluation and final reporting.

### **PREFERRED SKILLS AND QUALIFICATIONS**

- Training and experience in the field of archives management
- Knowledge of Rules for Archival Description (RAD)
- Experience with MemoryNS and Collective Access databases
- 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
- Familiarity with Microsoft Office Suite and ability to adapt to other technological tools
- Familiarity with Adobe Photoshop and Lightroom
- Familiarity with social media platforms
- Ability to work flexible hours
- Legal eligibility for employment in Canada

### **SKILLS AND KNOWLEDGE ASSETS**

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

***TO APPLY:*** Apply with a cover letter and C.V. by emailing: [exec.ahs@gmail.com](mailto:exec.ahs@gmail.com) Please enter the job title in the subject line (Archivist/Volunteer Coordinator). ***As part of your cover letter, please respond to the following question. "What makes you the ideal candidate for this job?" We thank all who apply. Only those selected for interview will be contacted.***

<https://annapolisheritagesociety.com/>