

Director of Archives and Special Collections

Location: The Whyte, Banff

Duration: Full-time, Permanent

Reports to: Chief of Operations and Curator

Closing Date: February 23, 2026

About The Whyte

The Whyte is an arts and cultural institution dedicated to preserving, researching, and sharing the art, history, and culture of the Canadian Rockies. Through exhibitions, archives, public programs, and community partnerships, The Whyte fosters meaningful connections between art, people, place, and history.

Position Overview

The Director of Archives and Special Collections provides leadership for The Whyte's Archives, Special Collections and Reference Services. As a member of the Senior Leadership Team, this role contributes to organizational strategy while ensuring ethical stewardship, accessibility, and interpretation of The Whyte's archival and library collections. This position blends professional archival practice with a strong commitment to public access, community engagement, and collaboration. The Director plays a key role in supporting research, exhibitions, and publications, while leading a dedicated team and building relationships across the organization, community, and arts and cultural sector.

Key Responsibilities

Leadership, Planning, and Stewardship

- Provide strategic leadership and operational oversight for Archives and Special Collections in alignment with the Museum's mission and strategic priorities.
- Lead planning and budget development for the department, stewarding resources responsibly and transparency.
- Oversee acquisition, preservation, digitization, and access strategies to ensure long-term care and public availability of collections.
- Ensure compliance with applicable legislation, professional standards, and ethical frameworks, including copyright, privacy, and records management requirements.
- Advance alignment with UNDRIP principles and the Truth and Reconciliation Commission's Calls to Action.
- Contribute to grant development, applications, and reporting in support of Museum and departmental initiatives.

Access, Research, and Public Engagement

- Provide and promote access to archival and library resources for researchers, Indigenous communities, artists, educators, media, and the public.
- Collaborate with Curatorial, Visitor Experience, and Marketing teams to integrate archival content into exhibitions, programs, publications, and interpretive materials.
- Participate as a key collaborator in the development of the Museum's long-range exhibition planning.
- Support and undertake research that informs exhibitions, publications, and educational initiatives.

People, Partnerships, and Community

- Lead, mentor, and support staff, volunteers, and contractors, fostering a respectful, inclusive, and collaborative team environment.
- Build and sustain relationships with community partners, researchers, and professional networks to extend the reach and impact of the Museum's archival work.
- Support Indigenous initiatives and relationships, including Hosting Indigenous Community Relations (HICR).
- Represent the Museum in professional and community forums, strengthening its public profile and credibility.

Systems, Standards, and Continuous Improvement

- Ensure archival and library processing, description, and digitization meet professional standards and best practices.
- Oversee archival and library systems and databases to support internal operations and public access.
- Promote thoughtful innovation and continuous improvement in archival and library practice, including digital access and preservation strategies.
- Ensure high-quality reference services that reflect the Museum's public service mandate.

Qualifications and Experience

- Master's degree in Archival Studies or Library and Information Science preferred; other relevant Master's-level education considered an asset.
- Minimum 3–5 years of progressive leadership experience in an archives, library, or related cultural heritage setting.
- Demonstrated experience in staff leadership, budget management, and cross-departmental collaboration.
- Experience supporting exhibitions, public history projects, research, or publishing.
- Ability to balance established archival principles with evolving digital and access-focused practices.
- Strong research, communication, and project management skills.
- Knowledge of Canadian history; experience related to the Bow Valley or Canadian Rockies is an asset.
- Understanding of, and commitment to, UNDRIP principles and ethical stewardship of cultural heritage.

Working at The Whyte

The Whyte is committed to fostering a respectful, inclusive, and supportive workplace. We value diverse perspectives and lived experiences and encourage applications from Indigenous peoples, racialized

communities, persons with disabilities, LGBTQ2S+ individuals, and others who may contribute to the diversity of our organization.

Join a passionate team dedicated to celebrating mountain culture, art, and history in Banff National Park. You'll have:

- The opportunity to shape the archives and future programming of a treasured cultural institution
- A supportive, inclusive leadership culture and strong work-life balance
- Competitive compensation and benefits

How to Apply

The Whyte is committed to a fair and open recruitment process. An internal candidate has been identified and will be considered alongside external applicants.

Please submit a cover letter and résumé outlining your interest and relevant experience. Only candidates selected for an interview will be contacted.

Please send applications to: Christina Cuthbertson, COO and Curator ccuthbertson@whyte.org by Monday, February 23, 2026