

The Whyte Museum of the Canadian Rockies is seeking applicants for the role of Archives Assistant.

Direct Supervisor: Archivist (alternate Head Archives and Special Collections)

Nature and Scope:

The Alpine Club of Canada (ACC) was co-founded in 1906 by Arthur O. Wheeler and Elizabeth Parker, and like-minded climbers. The ACC collection held at the Whyte Museum dates from approximately 1906 to 2017, and includes primarily textual and photographic records pertaining to the Club's activities since its formation. While the majority of the collection has been processed and inventoried from 1906-1985, records obtained since 1986 have not been processed.

The Archives Assistant will assist with the backlog processing, preservation, storage, description and data entry of archival materials in the Alpine Club of Canada fonds that have been acquired since 1986.

Summary of Duties:

- Processes and describes materials from the Alpine Club of Canada archival fonds in compliance with the archival standard RAD (Rules for Archival Description) to allow research access to key stakeholders
- Data entry and updating of existing entries in Archives and Special Collections database
- Performs basic preservation tasks associated with stabilizing archival materials, including rehousing textual and visual materials

- Assists the Archivist in the preparation and transfer of records to Alberta on Record online database portal
- Develops and maintains working relationships with Whyte Museum members of staff within a collegial frame of reference

Qualifications:

- Education preference: Bachelor of Arts – degree in Archival Studies, History or related subject
- Knowledge of archival processing and basic preservation methods
- Knowledge of Canadian archival description standards (Rules for Archival Description, or RAD)
- Demonstrated administrative and computer skills with database and content management experience (such as InMagic DBTextworks)
- Excellent time management and organizational skills with the ability to work with minimal supervision
- Experience with care and handling of fragile materials
- Excellent communication skills
- Ability to lift up to 20 pounds
- Allergy alert – exposure to dust and other allergens
- Comfortable with the use of ladders and stairs
- Specific interest in the Alpine Club of Canada, mountaineering and history of the Canadian Rockies is an asset

Start date: Early August (start date is flexible)

Rate of pay: \$23.00 per hour

Hours of work: Full time (35 hours per week) contract position for approximately 7 months. This position does not include benefits.

Accommodation: Subsidized shared staff accommodation is available

Application deadline: Sunday, July 3, 2022

Please submit applications by email to archives@whyte.org including:

- 1) Cover letter with statement of interest in the position;
- 2) Curriculum vitae;
- 3) Names of three references, including most recent supervisor

We welcome and encourage applications from all qualified individuals, including persons with disabilities, members of visible minorities, Indigenous Peoples, and people of all sexual orientations and genders.

Please note – only those candidates selected for interviews will be contacted.