

Job Title: Archives and Special Collections Library Assistant

Location: The Whyte, 111 Bear Street, Banff, Alberta Canada

Duration: May 5 through August 29, 2025

Hours: 35 hrs/week ; Monday-Friday or Tuesday-Saturday.

Rate of Pay: \$23/hr

Closing Date: March 10, 2025

The Whyte: Archives and Special Collections include the Archives, Archives Library, Art Library and Alpine Club of Canada Library. The Archives holds over 800 archival fonds and collections that represents the culture and history of the Canadian Rocky Mountains. The Archives Library includes over 20,000 books, rare maps, periodicals, films, clipping files, and local newspapers which primarily focuses on the human and natural history of the Canadian Rockies. The Art Library includes over 1300 books, which complement the holdings of the Art Collection and provides a general overview of artists and art history. In addition to the Archives holding the Alpine Club of Canada fonds, The Whyte is also the custodian of the Alpine Club of Canada Library, which contains over 4100 books and periodicals documenting the mountain cultures of the world from the mid-1400s to current.

Duties and Responsibilities:

The Library Assistant will receive training and hands-on experience completing a variety of tasks, including accessioning, cataloguing according to library standards, data entry and basic preventative conservation procedures where required. The Library Assistant will primarily assist with original and/or copy cataloguing of publications belonging to the Alpine Club of Canada Library, Art Library and Archives Library. The data entry will utilize DBTextworks database management system; the catalogue is available online through <https://archives.whyte.org/>. The Library Assistant will also assist in the tracking and filing of incoming periodicals, filing newly catalogued publications, and in assisting Reference Archivist in the pulling and refiling library materials requested by researchers. If timing permits, the re-housing and description of oversized files consisting of maps, posters and technical drawings will also be assigned.

Qualifications:

- Currently enrolled in post-secondary diploma or degree preferably in Master or Bachelor of Library Information Science program, Library Information Technician program, Archival Science or equivalent
- Experience in library cataloguing using RDA is preferred
- Knowledge and experience with contemporary communications and office software such as Microsoft Office, Teams, Zoom, and Excel and database management such as DBTextworks
- Excellent keyboarding accuracy
- Self-starting, able to work with minimal supervision
- Respectful and works well in a team environment

- Demonstrated knowledge of the geography, cultures and history of the Canadian Rockies, including but not limited to local Indigenous Nations, such as Iyârhe Nakoda Nations (Bears paw, Goodstoney, Chiniki) Blackfoot Confederacy (Siksika, Kainai, Piikani), Tsuut'ina, Ktunaxa, Secwépemc, Cree, and Métis.
- Interest in United Nations Declaration on the Rights of Indigenous Peoples
- Willingness to be a representative of The Whyte and adhere to the accepted code of conduct including confidentiality, according to The Whyte's Human Resource policy.
- Able to handle fragile and rare items with care and attention.
- Comfortable using a rolling ladder to access collections in 12-foot-high shelving.
- Physically fit with ability to lift boxes up to 25 pounds and carry boxes up a flight of stairs with 20 steps.

Other detail:

- Partial funding through Young Canada Works in Heritage Organizations (YCWHO) is currently unconfirmed, however preference may be given to applicants who meet all eligibility criteria for YCWHO which includes an age restriction of 30 years of age. **If applying through YCW, applicant must register through the <https://young-canada-works.canada.ca/> Students who do not meet YCWHO criteria may still be considered and are encouraged to apply.**
- Shared, subsidized housing may be available.
- The Whyte is an equal opportunity workplace. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please apply with a résumé and cover letter to:

Elizabeth Kundert-Cameron, Director Archives and Special Collections ekc@whyte.org