

# THE CORPORATION OF THE COUNTY OF WELLINGTON

Museum and Archives

Requires a

## 12 Month Temporary Full Time Archivist Assistant

Under the direction of the Archivist, the Archivist Assistant is responsible for cataloguing, providing research and reference services to the public, and planning and delivering programmes and events. This position is required to work some weekends and evening hours.

### The minimum qualifications for this position include:

- Four year university degree in History or related discipline.
- Minimum one year of experience or equivalent working in a museum and archives, preferably in a municipal setting.
- Experience accessioning, cataloguing, providing reference and programming in an archival setting.
- Demonstrated ability to work independently in a busy, public service environment and effectively prioritize tasks.
- Excellent written and oral communications skills and attention to detail.
- Proven ability to read cursive writing.
- Ability to function as an effective team player.
- Superior customer service skills.
- Ability to carry heavy boxes (up to 45 pounds) and climb ladders. Demonstrated proficiency with Microsoft Office Suite, and cataloguing software.
- Experience with PastPerfect software is an asset.
- Familiarity with legislation relevant to Archives, including Copyright Act, Municipal Freedom of Information and Protection of Privacy Act.
- A valid driver's licence (minimum G2) and a satisfactory driver's abstract.
- Police Vulnerable Sector Check.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

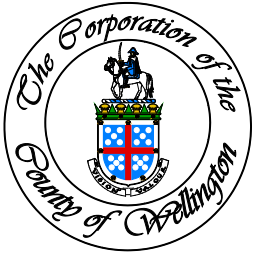
**This position offers a benefit package and an hourly range of: \$27.90 to \$32.62 (2021 Non Union Compensation Grid), based on a 35 hour work week.**

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #150-21 by Friday, October 15 at 4:00 pm.**

**ATTENTION: HR DEPARTMENT**, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: [careers@wellington.ca](mailto:careers@wellington.ca) or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Archivist Assistant	<b>Reports to:</b> Archivist
<b>Department:</b> Wellington County Museum and Archives/Wellington Place	<b>Positions Supervised:</b> 0
<b>Effective:</b> July 2006	<b>Revised:</b> April 2021

### **BASIC FUNCTION:**

Under the direction of the Archivist, the Archivist Assistant is responsible for cataloguing, providing research and reference services to the public, and planning and delivering programmes and events.

### **PRINCIPAL RESPONSIBILITIES:**

- Assist and advise researchers in the use of descriptive tools, databases, microfilm readers, and other resources, both manual and online.
- Retrieve and re-shelve records from the storage area.
- Conduct research and respond to telephone, letter and email requests from the public, county staff, member municipalities and elected officials.
- Accountable for providing accurate, detailed information retrieval for all information requests.
- Apply knowledge of the Copyright and Municipal Freedom of Information and Privacy Acts on a daily basis when dealing with reference requests and processing collections.
- Adhere to the County of Wellington Confidentiality Agreement on a daily basis.
- Assist with the appraisal and acquisition of donations to the collection including liaising with the donor.
- Catalogue archival acquisitions including researching administrative history, data entry, take photographs and scan and link all types of media to the collections database.
- Create finding aids, inventories and thematic guides.
- Apply proper care and handling procedures for all archival media and identify issues relating to the conservation of archival materials and communicate with the Conservator regarding preservation concerns.
- Use email, Microsoft Office Suite,, Past Perfect software, online databases (i.e. Ancestry.ca), photocopier, scanner, microfilm and microfiche readers.
- Process cash / credit card and debit transactions for reproduction and research fees.

- Carry out digitization initiatives, using knowledge of current standards and procedures to support the long-term preservation and access to archival records (ie Wellington County newspaper project).
- Prepare, deliver and evaluate in house and offsite archival programmes for the public in coordination with the Archivist.
- Prepare, deliver and evaluate archival educational programmes in coordination with the Archivist, Programming and Curatorial staff.
- Research and write articles for the WCMA newsletter, and other media sources.
- Research, prepare and submit social media posts in coordination with Communications staff.
- Attend relevant meetings, conferences and workshops to enhance knowledge and best practices relating to archives.
- Assist with WCMA festivals and events as required.
- Cover shifts for Archives staff during vacations, sick time, etc. as well as the Museum front desk reception.
- Demonstrated ability to work independently in a busy, public service environment and effectively prioritize tasks.
- Assist with the training and supervision of students and volunteers.
- Other duties as required.

#### **PROBLEM SOLVING RESPONSIBILITIES:**

- Define, answer and refer reference requests and donations beyond our collections scope and mandate.
- Troubleshoot problems with computers, microfilm readers and the printer/copier.
- Problems can be solved using existing procedures and the assistance of the Archivist.

#### **CONTACTS:**

##### **Internal**

- Archives staff (daily)
- Other Museum staff (daily)
- Other County staff (regularly)

##### **External**

- Public (daily)
- Member municipalities (regularly)
- Community groups (regularly)

#### **MINIMUM QUALIFICATIONS:**

- Four year university degree in History or related discipline.
- Minimum one year of experience or equivalent working in a museum and archives, preferably in a municipal setting.
- Experience accessioning, cataloguing, providing reference and programming in an archival setting.

- Demonstrated ability to work independently in a busy, public service environment and effectively prioritize tasks.
- Excellent written and oral communications skills and attention to detail.
- Proven ability to read cursive writing.
- Ability to function as an effective team player.
- Superior customer service skills.
- Ability to carry heavy boxes (up to 45 pounds) and climb ladders. Demonstrated proficiency with Microsoft Office Suite, and cataloguing software.
- Experience with PastPerfect software is an asset.
- Familiarity with legislation relevant to Archives, including Copyright Act, Municipal Freedom of Information and Protection of Privacy Act.
- A valid driver's licence (minimum G2) and a satisfactory driver's abstract.
- Police Vulnerable Sector Check.

**OTHER:**

- Position is based at the Wellington County Museum and Archives.
- Position includes working at least one weekend a month and occasional evenings and weekends for special events.