**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Archives Associate

**Job Number:** L-072

**NOC:** 5211

**Band:** 8

**Department:** Library and Archives

**Supervisor Title:** University Archivist

**Last Reviewed:** June 2019

**Job Purpose**

Under the general direction of the University Archivist, the incumbent supports the mission of Trent University Archives by: responding to research requests; cataloguing new donations of historical materials and developing finding aids; digitizing archival documents for web exhibits and online access; contributing to website maintenance and internal and external communications; overseeing the Archives Reading Room; advising clients of policies and procedures and ensuring the safe use of irreplaceable documents; and assisting with the management and oversite of Special Collections and the Trent University Art Collection.

**Key Activities**

ARCHIVES OPERATIONS (80%):

1. In conjunction with the Archivist, carries out the work of the Archives.
2. As directed by the University Archivist, and according to RAD (Rules for Archival Description) standards, processes archival material, creates database records, and develops online finding aids.
3. Submits records of accessions to Ontario's Archival Information Network (Archeion).
4. Digitizes or copies archival and Special Collection materials using various scanning technologies and reproduction software.
5. Contributes to the creation of online archival exhibits.
6. Transcribes archival materials for online public access.
7. Provides advice and guidance to internal and external researchers, identifying and retrieving archival and Special Collections materials. Responds to in-person requests and to queries received by phone, email, or other means.
8. Instructs clients on Reading Room protocol and the safe handling of archival and Special Collections resources.
9. Applies professional archival standards when carrying out the physical and intellectual processing of collections; applies preservation/conservation measures where appropriate.
10. Ensures adherence to legislation and restrictions governing the use of archival materials, including Copyright, Freedom of Information and Protection of Privacy Act (FIPPA), and donor agreements.
11. Liaises with internal administrators, faculty, staff, students, and external contacts, including writers, filmmakers, academics, genealogists, profession associates.
12. Maintains confidentiality, protecting the privacy of donors and researchers, and of donated material that is restricted or sensitive.
13. Designs and create exhibits for the Archives display cases.
14. Follows emergency procedures and is prepared to assist where safety allows.

ART COLLECTION OPERATIONS (20%):

1. With consideration for the Archives’ priorities, and in consultation with the Chair of the Trent Art Collection Presidential Advisory Committee (TACPAC), manages all aspects related to art objects at the University; serves as Recording Secretary to TACPAC.
2. Handles legal and financial arrangements related to the donation of art objects to the University.
3. Works with donors on arranging for the shipping and receipt of objects.
4. Works with the Advancement Office on appraisal of donated art and arranges for the issuance of tax receipts. Completes Cultural Property designation applications, where appropriate.
5. Bears sole responsibility for the art collection database and maintains all files related to art objects.
6. Liaises with Advancement and Communications on publicity for art pieces.
7. Arranges for the preservation and repair of art pieces as required.
8. Maintains records related to treatment and location of individual items in the art collection.
9. Responsible for the creation and maintenance of the website for the Trent University Art Collection.
10. Works with Risk Management on insurance of the art collection.
11. Manages all funds associated with the art collection and prepares financial reports for TACPAC.
12. Manages the display of art objects for visiting exhibitions, as well as in support of University events.
13. Maintains records of materials loaned to other institutions.
14. Bears primary responsibility for communications regarding the Art Collection.
15. Responsible for all aspects related to student assistants that support the operation, through applying for funding, writing and posting job descriptions, interviewing, hiring, training, supervising, scheduling, and submitting payroll.
16. Writes and submits an Art Collection annual report to the TACPAC Chair.
17. Liaises with TACPAC, Risk Management, Facilities Management, Advancement, Marketing and Communications, University building heads, artists, and donors on matters relating to the Art Collection.

MATERIALS HANDLING:

1. Handles fragile documents and works of art.
2. Identifies fragile, moldy, and at-risk materials using knowledge of collection preservation and through continuous monitoring of the collections and premises.
3. Maintains a tidy and orderly workspace, contributing to the preservation and safety of the records into perpetuity.
4. Regularly lifts boxes of archival material weighing up to 50 pounds; climbs stairs to access boxes of material.

**Education**

Honours University Degree (4 year)

Museum Management and Curatorship diploma; and/or Archives Technician diploma

Completion of a selection of courses and/or workshops offered by the Archives Association of Ontario, Association of Canadian Archivists, Canadian Conservation Institute, or similar professional organizations is an asset.

**Experience Required**

* Minimum 3 to 5 years in an archives or related field.
* Expertise with Rules for Archival Description and its database structure and in website development and maintenance.
* Experience with assessing, processing, handling, and describing archival material and knowledge of the legislation that pertains to this material.
* Experience in providing support for research and reference services.
* Experience with the handling and treatment of works of art.
* Experience in digitizing analog archival materials and works of art, and in handling digital-born archival materials; and, in creating metadata.
* Familiarity with archival professional standards and ethics, archival terminology, history of archival practice, archival law and legislation, including current practice on freedom of information and privacy, and copyright in archives.
* Understanding of the fundamental principles involved in the intellectual and physical handling, assessment, description and control of Archives and Special Collections and the services that support them.

**Skills Required**

* Excellent organizational skills and attention to detail and accuracy.
* Excellent written and verbal communication skills.
* Ability to exercise discretion, tact, and confidentiality.
* Ability to change focus regularly and re-prioritize work when required.
* Ability to read and transcribe cursive script.
* Familiarity with digital scanning technologies, photo-editing software, database management software, Microsoft Publisher, Microsoft Word, Microsoft Excel, web development.
* Ability to learn and adopt new technologies as they develop.
* Fluency in English (spoken and written) is required.