**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Archivist & Art Collection Coordinator

**Job Number:** L-072

**NOC:** 5211

**Band:** 8

**Department:** Bata Library

**Supervisor Title:** Curator, Archives, Special Collections & Rare Books

**Last Reviewed:** March 31, 2015

**Job Purpose**

Under the general direction of the Curator, the incumbent supports the mission of Trent University Archives. Bears primary responsibility for operation of the Archives by applying the principles and techniques of the profession. This includes processing historical materials using Rules for Archival Description (RAD), developing finding aids, digitizing and conserving the archival materials. In addition, bears primary responsibility for website maintenance and internal and external communications. The incumbent also oversees the Archives Reading Room, advising clients of policies and procedures and ensuring the safe use of irreplaceable documents. The position also provides instruction and other support service to individual researchers using Trent Archives and Special Collections. Upon request delivers tailored group instruction related to Trent Archives and also coordinates teaching with staff of the Museum Management program at Sir Sandford Fleming College. Under the direction of the Chair of the Trent Art Collection Presidential Advisory Committee (TACPAC) bears responsibility for management and oversight of the Trent Art Collection.

**Key Activities**

ARCHIVES OPERATIONS:

1. In conjunction with the Curator, manages the work of the Archives
2. Provides advice and guidance to clients, including students, faculty and staff of Trent University as well as members of the public, to identify archival and Special Collections resources
3. Provides support to clients in person, by telephone or post, via e-mail or other means
4. Instructs clients on the use of the Archives’ website, equipment, and collections
5. Schedules appointments and prepares materials for clients prior to their arrival
6. Retrieves materials for clients as required
7. Advises clients on Reading Room protocol and the correct handling of archival resources and Special Collections
8. Acts as a resource on the legislation that pertains to use of Archives – including copyright and privacy legislation and ensures the legislation is followed
9. Ensures that wishes of donors are adhered to in relation to use of materials
10. Acts as a resource for the University on the Freedom of Information and Protection of Privacy Act (FIPPA) as it relates to the records of Trent University Archives
11. Maintains records of Archives material loaned to other institutions
12. 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
13. Maintains usage statistics for operations upon request from the Curator of the Archives
14. When required, reproduces materials adhering to copyright protocols and receives and records payments for same
15. Coordinates with instructors of the Sir Sandford Fleming Museum Management and Curatorship and Collections Conservation and Management courses regarding the use of the Trent Archives facility for instruction

MATERIALS HANDLING:

1. Works with the Curator on potential donations and their handling
2. Applies professional archival standards when carrying out the physical and intellectual processing of collections donated to the Trent University Archives.
3. For the physical processing, accessions newly acquired materials and applies preservation measures where appropriate
4. For the intellectual processing, arranges and describes archival holdings for the Archives database using the international archival standard RAD (Rules for Archival Description), developing finding aids and assigning subjects
5. Submits records of the holdings of the Trent University Archives to be added to the databases of local and national archival organizations
6. Works with the Curator to identify supplies and equipment for purchase and assess any contracted services (e.g. specialized reproduction services for archival and rare items)
7. Identifies fragile and at-risk materials using knowledge of collection preservation
8. Applies archival preservation measures and makes recommendations to the Curator when further action is needed
9. To ensure safety of collection, routinely inspects Archives storage areas to ensure that they are clean, dry, and pest-free, and that lighting, temperature and humidity controls are appropriate
10. Assists in reorganization of the collections

COMMUNICATIONS:

1. Publicizes new acquisitions on the Trent Archives’ website and in social media
2. Writes, publishes and posts and/or e-mails the quarterly *Trent University Archives Newsletter*
3. Creates online exhibits for the Archives, utilizing program such as Adobe PhotoDeluxe,Microsoft Publisher and scanning software

SYSTEMS

1. Bears primary responsibility for the content, accuracy, and consistency of the Archives database and website
2. Ensures that documentation for website and database is current
3. Performs routine administration for the Archives database and website including system backups
4. Digitizes objects for online exhibits and broadcasts these through social media, the website and the *Trent Archives Newsletter*
5. Liaises with Library Information Systems on assessment and purchase of software and hardware, and ensuring access and security of Archives systems

ART COLLECTION OPERATIONS:

1. Under the general direction of the Chair of the Trent Art Collection Presidential Advisory Committee (TACPAC) manages all aspects related to art objects at the University
2. Bears sole responsibility for the art collection database and maintains all files related to these art objects as well as those related to the art collection in general
3. Handles legal and financial arrangements related to the donation of art objects to the University
4. Works with donors on arranging for the shipping and receipt of objects
5. Works with the Advancement Office on appraisal of donated art
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 University 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 annual report pertaining to the Trent University Art Collection to TACPAC and the President

**Education**

Honours University Degree (4 year) and/or Diploma in Museum Management and Curatorship (the Diploma in Museum Management and Curatorship is a post-graduate degree, taken after the completion of a University or College degree)

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**

* 3 to 5 years (minimum) in an archive.
* Experience with assessing, processing, handling, and describing archival material and knowledge of the legislation that pertains to this material.
* Expertise with use of RAD.
* Experience in providing support for research and reference services.
* Experience creating and maintaining a database, digitization of archival materials, and use of social media.
* Experience with the handling and treatment of art objects, and the legislation pertaining to these.
* Experience with building relationships with potential donors.
* Excellent verbal and written communication skills.
* 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.
* Familiarity with RAD, database structure, website development and maintenance.
* 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.
* Above average verbal and written skills.
* Excellent organizational skills and ability to pay attention to detail.
* Patience in working with clients and potential donors.
* Demonstrated awareness and interest in local history.
* Interest and experience in handling art objects.

**Responsibility for the Work of Others**

*Indicate whether the incumbent is directly or indirectly responsible for the work of others. Provide the title of the position(s) as well as an example of how the incumbent is responsible for the work of others on a daily basis. Specifically, indicate whether the position has responsibility for hiring and supervision of student workers.*

Direct Responsibility

Student Assistants for the Archives and the Art Collection

Volunteers

**Communication**

*Indicate the title(s) of individuals internal and external to the University that the incumbent communicates with on a regular basis. Provide a brief description of the purpose for communicating with these individuals.*

**Internal Contacts:**

|  |  |
| --- | --- |
| Trent Art Collection Presidential Advisory Committee (TACPAC) | Liaise with the committee members regarding the University art collection |
| Library administration | Communicate regarding ordering supplies, paying invoices etc. |
| Library staff | Communicate hours, resources, policies and procedures in the Trent Archives and Special Collections  |
| Library Information Systems staff | Discuss technical matters, the databases, back-up, equipment and other technical matters |
| Various university personnel | Communicate information regarding the deposit of University material in the University archives. Liaise regarding the transfer of documents.  |
| Researchers | Provide research advice to faculty, staff, administrators and students |
| University Secretariat staff | Discuss Freedom of Information and Protection of Privacy Act (FIPPA), Copyright legislation and other matters which restrict access to material. |
| Physical Resources | Liaise regarding the display of art objects – in offices and in public areas and arrange for placement (and if special measures are needed – like the James sculpture); liaise regarding the physical space of Archives and its lighting, temperature and humidity |
| External Relations and Advancement | Communicate regarding donations of gifts in kind of artworks : their appraisal and the issuance of income tax receipts  |
| Marketing and Communications | Communicate regarding gifts or existing resources for which publicity is to be created; liaise regarding research for an article on the University |
| Security | Liaise is a theft of artwork or other problem arises; work with Risk Management regarding insurance of the art collection |
| Payroll | Process and submit student payroll sheets |

**External Contacts:**

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| --- | --- |
| Work with local researchers | Those not of the Trent community but who may be local and come in to the Archives |
| At-distance researchers | Work with people who are not local – writers, artists, filmmakers, academics - who identify materials they want. Often these clients come and spend a few weeks here in the archives undertaking research with our resources. |
| Volunteers | Work with and coordinate volunteers. They may be members of the community or retired faculty or staff. |
| Potential and ongoing donors | May be the first point of contact for potential donors |
| External services suppliers | Contact external suppliers of archival service e.g. reproducing rare materials or repairing a resource and arrange for service |
| Appraisers | Interact with professional external appraisers when they come to the Archives to appraise donated items or to appraise donated art objects |
| Sir Sandford Fleming College staff and students | Assist with the Sir Sandford Fleming Museum Management and Curatorship and Collections Conservation and Management courses. Trent University Archives acts as an instruction site. |
| Other archives | The archival community in Ontario and Canada regularly communicates regarding holdings, donations and other matters. |

**Motor/ Sensory Skills**

*Indicate the level of proficiency or precision in motor or sensory skills required by the job. Examples include but are not limited to: small/large movement to operate machinery; coordinated movement; equilibrium to maintain balance; dexterity to grasp, move, assemble objects or operate equipment; hearing, sight, touch, smell, taste. Provide a brief description of tasks performed that require motor/sensory skills.*

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| --- | --- |
| Skill | Job Requiring |
| Fine Motor Skills | Keyboarding, using mouse, manipulating items while arranging for scanning |
| Dexterity | Careful handling of rare and fragile material; undertaking repair and conservation of these materials |

**Sensory Skills:**

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| --- | --- |
| Skill | Job Requiring |
| Smell | Must be able to identify and quarantine moldy and damaged material that comes in as a donation and dispose of it so it does not infect the whole collection |
| Touch | Must be able to handle materials while wearing gloves |

**Effort**

*Indicate the physical and/or mental demands of the position in the ordinary course of performing the role. Examples include but are not limited to: lifting, moving, carrying, pushing/pulling, reaching, kneeling, remaining motionless, sustained concentration or focus. Provide a brief description of the tasks performed that are physically and/or mentally demanding.*

**Mental Effort:**

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| --- | --- |
| Skill |  Job Requiring |
| Listening | To gain all appropriate information needed to answer those with archival inquiries;  |
| Patience | Listening to elderly patrons who like to tell their story and then determine why they are interacting with our Archives; often they are potential donors of material |
| Perseverance | To answer a query may mean examining many boxes and folders of material  |
| Observation | To examine and identify problems with the condition of resources (e.g. damaged or fragile material); to inspect the Archives area and as soon as possible identify problems with temperature, humidity, water and pest hazards in order to keep the effect of these hazards to a minimum; to periodically inspect University artworks |
| Concentration ; focus | To be able to accurately read archival documents – especially those written in a challenging cursive script; |
| Flexibility | Able to aptly change focus and re-prioritize work when required |
| Imagination | To answer a query requires analytical skills and flexibility (as to possible sources for answers)  |
| Creativity | To design attractive and useful websites and the Trent Archives newsletter ; to assist in displays and exhibits; editing a scanned image to improve it |
| Discretion | Protect the privacy of one’s researchers and their requests; protect the privacy of donated material that is restricted |
| Accuracy | The archival database is searchable on the Internet (e.g. via Google) so the information must be accurate and without errors; similarly with the Art Collection database |
| Numeracy | Accurately handle charges and monies collected |
| Emergency preparedness | Be aware of the emergency preparedness plan for the Archives and participate if an emergency occurs |

**Physical Effort:**

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| --- | --- |
| Description | Job Tasks Required |
| Climbing, Walking | Regular on-site inspection of the Archives area; climbing stairs to access boxes of material |
| Lifting, carrying | Packing and lifting archival banker’s boxes of up to nearly 50 pounds on shelving 6 feet tall |

**Working Conditions**

*Indicate any physical and psychological conditions of the position that make the job unpleasant, disagreeable and/or hazardous to health and well-being. Describe the nature, frequency and duration of exposure.*

**Psychological Conditions:**

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| --- | --- |
| Condition | Description |
| Responsibility | Is responsible for archival service when the University Archivist is away; must ensure copying forms are completed for all copies made; the archival and art databases are unique and must be accurately maintained and backed up; must periodically inventory and examine University artworks distributed throughout the University |
| Dealing with people | Dealing with some people who express displeasure that some material has restricted access or is subject to FIPPA or Privacy legislation; dealing with people who are unhappy because Copyright legislation prevents copying |
| Interruptions | Frequent interruptions require re-prioritizing of tasks |
| Maintaining confidentiality | Has access to donor information including appraisal amounts assigned to donations; processes and has access to restricted administrative material and to private donor restricted material. This must be kept confidential. |

**Physical Conditions:**

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| --- | --- |
| Condition | Description |
| Strain | Lifting heavy boxes and paintings/sculpture can cause muscle strain; there is possible eye strain from trying to read old and faded documents – especially cross-written letters |
| Personal injury | Ensure no box is dropped on oneself |
| Dust and mould | Dealing with older material that can be dusty and mouldy |