

Digital Archivist

Vancouver, BC

HOLOCAUST-BASED ANTI-RACISM EDUCATION

Commemorating the past
& educating for the future

About Us

Founded by Holocaust survivors in 1994, the Vancouver Holocaust Education Centre (VHEC) is Western Canada's leading Holocaust teaching museum, engaging more than 25,000 students and teachers annually. The VHEC's mission is to promote human rights, social justice and genocide awareness through education and remembrance of the Holocaust.

We produce acclaimed original exhibitions, onsite and online school programs, teaching materials and public events. The VHEC also maintains a museum collection and archives, Holocaust survivor testimony project, and a library and resource centre.

With an ambitious expansion on the horizon as part of the JWest redevelopment project, the VHEC is poised to expand its reach and ensure that the lessons of the Holocaust engage future generations of British Columbians.

To learn more about our mandate and activities, please visit www.vhec.org.

The Opportunity

Posting Date: April 8, 2024	Application Deadline: April 19, 2024	Position Status: Part-Time Fixed Term (until Sept 30, 2024)	Hours/Week: Approx. 15
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The VHEC is actively searching for a Digital Archivist to join our dedicated collections team.

The Digital Archivist will be responsible for digitizing material from nine fonds in the VHEC archives including diaries, drawings, documents, correspondence, photo albums and identity documents. The grant-funded position will commence May 2024 with a likely end date of September 30, 2024. The engagement will consist of 300 hours or approximately 15 hours per week.

The compensation for this position is \$28.00 per hour.

DUTIES & RESPONSIBILITIES

Reporting to the Associate Director of Collections & Exhibitions and working closely with the Archivist and a Project Archivist, the Digital Archivist is responsible for the following duties:

- Digitization of records using flatbed scanners;
- Follow digital preservation guidelines to create TIFF preservation files and JPEG access files;
- Post-processing using Adobe Photoshop and Bridge;
- Generate metadata;
- Perform digital preservation tasks;
- Data entry in the VHEC collections management system;
- Support the Archivist in project communication for VHEC annual report, *Zachor*, blog and social media.

This position requires working with records relating to the Holocaust and may include content that is graphic in nature, upsetting or triggering. x

About You

The successful candidate will have digitization experience and knowledge of the principles, practices and values of collections management. Candidates who are currently enrolled in a graduate-level program and have completed core coursework in archival, museum or information management studies will be considered. This position requires the candidate be detail oriented, well organized and have a demonstrated ability to work independently and to deliverable-based deadlines. Experience with Adobe Creative Cloud and Microsoft Office. Digital photography skills and experience with artifact photography an asset.

How to Apply

Please email your cover letter and resume in one file to jobs@vhec.org quoting **Digital Archivist** in the subject line.

Your application will be handled with utmost discretion and confidentiality. All applicants will receive an automated email response confirming receipt of their application submission. Please note that only applicants shortlisted for an interview will be contacted.

The VHEC is an equal opportunities employer and encourages applications from Canada's federal job equity groups: women, Aboriginal peoples, persons with disabilities and members of visible minorities.

We sincerely thank all applicants for their interest in the VHEC.