

Archives Assistant II (7 month term)

This position is funded through Young Canada Works (YCW) and applicants must meet the [eligibility requirements](#) in order to be considered

[Banff Centre for Arts and Creativity](#) aims to inspire everyone who attends our campus – artists, leaders, and thinkers – to unleash their creative potential.

We acknowledge, with deep respect and gratitude, our home on the side of Sacred Buffalo Guardian Mountain. In the spirit of respect and truth, we honour and acknowledge the Banff area, known as “Minhrpa” (translated in Stoney Nakoda as “the waterfalls”) and the Treaty 7 territory and oral practices of the Îyârhe Nakoda (Stoney Nakoda) – comprised of the Bears paw, Chiniki, and Goodstoney Band – as well as the Tsuut’ina First Nation and the Blackfoot Confederacy comprised of the Siksika, Piikani, Kainai. We acknowledge that this territory is home to the Shuswap Nations, Ktunaxa Nations, and Metis Nation of Alberta, Rockyview District 4. We acknowledge all Nations who live, work, and play, help us steward this land, and honour and celebrate this place.

The Opportunity

Each year, Banff Centre for Arts and Creativity attracts thousands of artists, faculty, and community leaders from around the world by offering unique and specialized professional development programs. The Archives of the Paul D. Fleck Library and Archives of Banff Centre maintains the institutional memory of Banff Centre by acquiring, preserving, and providing access to the documented history of Banff Centre, including photographs, video, and text records.

Banff Centre Archives is looking for a highly organized Archives Assistant II for a 7 month term (June - December, 2024) to increase the research potential and accessibility of Banff Centre's unique collections, and offer assistance to the Archivist in other areas of the daily operations as required.

This position is partially funded by Young Canada Works at Building Careers in Canadian Heritage program. Applicants must meet the eligibility requirements of this program as listed under “[Candidate Eligibility](#)” on the Canadian Heritage website. This includes being a Canadian citizen, Permanent Resident or have Refugee status in Canada, and candidates must be 30 years or younger at the start of employment. Requirements around graduation prerequisites are flexible and the candidate may be in their final year of study.

Specific Accountabilities

Reporting to the Manager, Library and Archives, below are some key accountabilities:

- Assess, correct and properly describe the digitized photographs recorded in the archival database
- Assist the Archivist with arrangement and description of archival materials, and with the development of Finding Aids

- Assist the Archivist in sourcing images for use by Marketing and Communications or other departments as required
- Arrangement, description, and selective digitization of an archival collection
- Research and composition of program specific “mini-history” pages on the Banff Centre’s webpage
- Preparation of CSV finding aids for upload onto the Alberta Society of Archivist’s instance of AtoM, Alberta on Record
- Assist with the processing of the University of Alberta Fonds that represent Banff Centre's early history.
- Selective weeding and application of retention schedules.

Qualification and Educational Requirements

- Graduation, or near completion, from a recognized college or university with course work relevant to archival practice plus completion of the Archives Society of Alberta Institute Certificate, or an equivalent combination of education, training, and experience
- Experience with or knowledge of the Rules for Archival Description (RAD) and archival theory; have some experience processing archival records
- Proficiency in Microsoft Word, Outlook, and Excel and proven ability to be accurate in database and spreadsheet entry
- Knowledge of DBTextWorks, InMagic or other database software, scanning/digitization technology
- Excellent verbal and written communication skills, good time management and prioritization skills, and the ability to work independently
- Familiarity with copyright and/or information access and privacy laws as they apply to archival reference is an asset
- Knowledge of records management best practices is an asset
- Demonstrated skills in time management and team work

Employment Terms & Benefits

- In accordance with CUPE 4318, this is a unionized, hourly support staff position for a 7 month term, (from June - December, 2024) subject to a 500-hour probationary period.
- This position pays \$21.00 per hour working up to 37.5 hours per week.
- **Benefits** of working at Banff Centre are:
 - **Staff housing** options (based on availability)
 - Professional Development
 - Staff cafeteria and restaurant discounts

Application Process

- We are accepting applications for the Archives Assistant II position until **11:59pm MST May 5, 2024**.
- Candidates offered a position with Banff Centre, in this capacity, will be required to obtain a criminal record check verifying a clear record prior to an extension of a final employment offer.
- **Visa Requirements:** Candidates must be legally eligible to work in Canada. Banff Centre is unable to assist candidates in obtaining Canadian work authorization.
- Applications may be submitted via www.banffcentre.ca/careers
- Careers@banffcentre.ca or 403-762-6177