

Archivist (Permanent, Full-Time) - 1138

Close Date

Open until filled

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

The Kamloops Museum and Archives (KMA) operates as part of the City of Kamloops, on Tk'emlúps te Secwépemc territory within the traditional and unceded lands of Secwépemc Nation, Secwepemcúlecw.

Established in 1937, the KMA houses one of the oldest archives in British Columbia, featuring a substantial collection of photographs, books, papers, newspapers, maps, and architectural drawings from the 1800s to the recent past.

The City of Kamloops has an opportunity for a permanent, full-time **Archivist** to have a meaningful impact shaping the direction of a notable regional archives. Working alongside creative staff, you will have a large degree of autonomy to advance the diversity and accessibility of the Archives, as well as its presence across the research and exhibition spheres.

The KMA is committed to rigorously examining its own practices as it collects, interprets, and shares the cultural evidence of this region. This commitment supports the KMA's responsibility to make itself a radically inclusive and welcoming space for community members to share community histories through community voices.

The successful candidate must have the following qualifications:

1. Master of Archival Studies degree.
2. Minimum two years' experience in professional archives, including six months' previous experience with electronic archival processes.
3. Completion of computer courses or experience in current office suite and/or photograph editing software.
4. Proficient in intermediate Word and Excel, as demonstrated through testing (70% pass rate required).
5. Ability to lift 20–25-pound boxes and climb ladders on a regular basis.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

This position will remain open until filled.

Please note that this position is currently under review and the pay grade is subject to agreement between the employer and the Union.

Please note, if there are no applicants deemed fully qualified for this position, we may hire from the Archivist - Training Opportunity #1162 posting.

Hourly Rate

\$37.21

Hours & Days of Work

Tuesday - Saturday 8:30 AM - 4:30 PM

Hours per Week

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.