

DEPARTMENT:	Community Services	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week*	SALARY:	\$22.12 - \$23.91 per hour plus 12% in lieu of benefits (2024 rates)

The New Westminster Museum and Archives is looking for an enthusiastic and collaborative student Archivist to assist with public access to municipal and community archives. The position will focus on expanding access to archival material.

The New Westminster Museum and Archives has a **16-week summer employment opportunity, which will run from April 28, 2025 to August 20, 2025**. The position will work Monday through Friday 9:30-5:00 with a 30 minute unpaid meal break; however, a flexible work schedule including weekends may be necessary in order to meet community programming and engagement needs.

The student position will support the archivist in processing archival backlog and making archival material more accessible. Please note that the staffing of the position and its duration are **conditional on the approval of grant funding** through the Young Canada Works program.

Duties include:

- Assisting the public with reference inquiries
- Assisting with receiving of public donations and City transfers
- Processing archival material
- Arrangement & Description according to RAD or other relevant standards
- Data entry of records into the archives' database
- Appraisal of materials
- Providing archival advice, input, and services to fellow staff members
- Report writing
- Preparation of resources to assist users of the archives
- Supporting the Archives Social Media
- Other duties as assigned by the Archivist

Additionally, the student will undertake two projects designed to address archival backlog of community and municipal records.

Requirements include:

- Please note that in order to apply you must be registered in the Young Canada Works inventory at <https://young-canada-works.canada.ca> and you must be between the ages of 16 and 30. You must also have been a full time student in the semester preceding the YCW job and intend to return to full-time studies in the semester following the YCW job.
- You have completed the first year of a Masters of Archival Studies degree, or the first year of either a Masters of Library and Information Studies degree or Library & Information Technology program. Applicants from Library programs should have an emphasis and course work in Archives and/or Records Management.
- Preference may be given to those with previous work or volunteer experience in archives or records management.
- You are familiar with the theory and principles of archival operations.
- You are able to work co-operatively as part of a team.
- You have excellent English oral and written communications skills.
- You are an individual who pays close attention to detail.
- You are familiar with Microsoft Office and Adobe suites.
- You are able to work 35 hours a week Monday through Friday, and have flexibility to adjust your schedule and work weekends as operationally required.
- You are able to lift and move boxes of archival materials.
- You are able to successfully pass and maintain a clear Police Information Check - Vulnerable Sector.

***Flexible week may be necessary in order to meet community and operational need.**

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by March 21, 2025.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.