

Job Opportunity

Archivist

(Full-time/Permanent)

Do you have archival work experience, a passion for both Summerside and Island history and a strong interest in heritage and culture? The City of Summerside is hiring an Archivist to work with our rich array of archival resources. Reporting to the Director of Culture Summerside, the ideal candidate is self-motivated and organized, possesses strong computer and communication skills, and is able to multi-task amongst several projects. The successful candidate must be comfortable with public speaking and enjoys working with diverse community stakeholders.

Duties include:

- Identify and acquire records or materials of historical, municipal, legal, or administrative value.
- Appraise documents to determine their long-term value and relevance.
- Collaborate with donors, departments, or organizations to receive collections.
- Catalog, classify, and preserve archival materials using standardized systems and ensuring best practices.
- Digitize physical materials and managing digital archives using consistent metadata standards.
- Implement preventive conservation practices and collaborating with specialists to maintain materials when required.
- Maintain accurate archival records and conduct regular collections records audits.
- Ensure adherence to archival standards, legal requirements, and privacy laws.
- Assist researchers and staff in locating archival materials and preparing items for displays.
- Work with volunteers and Culture Summerside staff to enhance community engagement at its sites, events, and services.
- Public speaking and delivery of tours, workshops, and presentations.
- Work with programming staff to implement archival programming in accordance with stated objectives of Culture Summerside and the needs and interests of the citizens of Summerside.
- Prepare reports on archival usage statistics and preservation efforts.
- Participate in departmental meetings and assist with administrative and collections tasks as needed.
- Supervise, train, evaluate, and motivate part-time archival staff and volunteers.
- Take a leadership role in the development of archival exhibits and work with programming staff to schedule and install.
- Maintain and update disaster preparedness plans, digital preservation strategies, and archival and records management procedures.



- Respond to public and internal inquiries regarding historical and municipal records.
- Promote access to city archives through educational programs, digital tools, exhibits, and partnerships with schools or historical societies.
- Assist in budget control and the generation of revenues
- Additional duties as assigned.

Required Qualifications and Competencies:

- A university or college degree or diploma in the field of Archival Studies, Library Sciences, Museum Studies or equivalent work experience in an archival setting.
- A minimum of 3 years' experience in archival work, coupled with specific experience in program delivery and the supervision of employees and volunteers.
- Knowledge of the care and handling of artifact and archival collections.
- Organization and quick typing skills, computer savvy, accuracy, thoroughness and attention to detail.
- Proficient in the operation of computers applications and a good working knowledge of RAD, AtoM, CHIN, Past Perfect and collections management Software.
- Proficiency with technology and its application for the use of QR codes and AR and 3D experiences in museum and archival settings.
- Creative and strategic thinker with the ability to identify accessible and innovative community engagement opportunities for the archives.
- An interest and knowledge of Summerside and PEI History.
- Possess a desire for excellence, innovation, and leadership.
- Exceptional written and oral communication skills.
- Ability to work effectively both independently and as part of a team.
- Must have a valid drivers' license and vehicle.
- Bilingual skills would be considered an asset.

The City of Summerside offers a superior work environment along with an attractive benefits package, including a defined benefits pension plan, comprehensive medical/dental coverage, an employer paid EAP program and 3 weeks of vacation to start.

Hours of work: 40 hours per week with requirement for flexible scheduling
Salary: \$59,641- \$65,804

Applicants are invited to submit a confidential **cover letter & resume** outlining their qualifications and reasons for interest in the position via email with "Archivist" in the subject line to: jobs@summerside.ca

Deadline to apply is Thursday, May 22 at 12 noon

We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.