



JOB DESCRIPTION

Job identification

Job Title :	Archivist
Division :	Collection
Service:	Collection
Immediate superior :	Associate Director, Collection
Status :	Contractual (3 years), full time (35hrs/week)
Posting period:	11 June to 1 July 2020
Job entry :	August 2020

Based on its extensive Collection (that includes archives, prints & drawings, photography and library holdings) its exhibitions, programs, and research opportunities, the Canadian Centre for Architecture (CCA) is a leading voice in advancing knowledge, promoting public understanding, and widening the debate on architecture, its history, theory, practice, and role in society today. The guiding purpose of the Collection is to make the comprehensive and integrated genres of material available for advanced, interdisciplinary research in order to reveal the changing character of thought, culture, and intellectual circles of the past, and point to the future of architectural thinking and practice.

Job Summary

The responsibilities of this job include the supervision, coordination and monitoring of the archival activities related to CCA's archival holdings, which includes the born-digital archives. The incumbent is responsible for the documentation of the CCA Collection through the development of standards and procedures, classification and description, and oversees the archival data migration project currently undertaken by the CCA. The incumbent oversees a team of processing archivists and collaborates with the Programs, Research, Digital and Publications divisions to identify acquisition and research material, write on CCA's archives, and evaluate the curatorial relevance for the various programs of the CCA. Finally, the incumbent manages and maintains institutional archives strategies and policies, including Records Management.

Key responsibilities

Management of archives

- Maintains and updates best practices for archives held and acquired by the CCA
- Develops new strategies for (online) access to archives, with the Associate Director, Collection and the Head, Collection Access and the Digital division
- Coordinate acquisitions of archives, acting as a liaison between records creators and the CCA's curatorial, archival, preservation and technical staff
- Reviews and processes archives, in collaboration with the processing archivists and the digital archivist
- Provides (online) reference regarding the archival collection
- Negotiates agreements with donors and lenders archives and works for the Collection
- Supervises Processing Archivists
- Trains processing archivist, interns, curators and cataloguers as necessary

Standards, policies and procedures

- Develops (through hands-on work and experimentation) and documents procedures and policies for the migration, description, and management of (born-digital) archives (in ArchiveSpace)
- Develops and documents techniques, procedures, and policies for acquiring, including the born-digital archives with the Archivist, Digital Archives



Advisory and administrative responsibilities

- Advises staff of the functional requirements for acquiring, preserving, and accession to archives
- In collaboration with Development division, initiates, writes, and contributes to grant proposals as appropriate
- Contributes to broader discussions surrounding the management of digital assets, metadata, and the representation and service of digital and digitized materials
- Serves as the Collection Division's internal and external representative and authority on issues related to archives, including writing texts for CCA's (web)publications
- When necessary and possible, works directly with record creators to advise on record-keeping practices that will facilitate the eventual transfer of their archives
- Acts as an advisor and specialist on institutional archives

Required qualifications

- Education: Master's degree in library science, archival science, or other relevant field
- Experience: 5-7 years working in an archival repository in a professional capacity
- Ability to work effectively in French and English, or willingness to learn
- Good writing skills in one of the two languages (French and/or English)
- Strong command of archival theory and best practices
- Knowledge of historical research methods, especially the use of archives
- Knowledge of ISEAD(G), RAD, DACS, and other archival descriptive standards
- Demonstrated familiarity with data structure standards relevant to the archival control of digital collection materials (EAD, Dublin Core, MODS, METS, PREMIS)
- Demonstrated knowledge of the creation and use of (digital) objects, preferably in an architectural context
- Project management experience
- Demonstrated ability to work independently as well as collaboratively and to meet planned goals and deadlines

Please submit your application in French and in English (resume and cover letter) by email to rh@cca.qc.ca to the attention of Human Resources of Canadian Centre for Architecture, 1920, Baile Street, Montreal (Quebec) H3H 2S6. **The application deadline is 1 July 2020.** Only successful applicants will be contacted. Please do not call. The CCA is an equal opportunity employer.

For all CCA existing job opportunities, visit our [website](#).