



Centre Canadien d'Architecture / Canadian Centre for Architecture

POSITION TO FILL

Job Identification

Job title:	Project Processing Archivist
Division:	Collection
Supervisor:	Archivist
Status:	Temporary, 1 year (full time 35h/week)
Posting period:	10 May to 30 May 2021
Job entry:	2 August 2021

Job summary

Based on its extensive Collection, exhibitions, programs, and research opportunities, the Canadian Centre for Architecture (CCA) is a leading voice in advancing knowledge, promoting public understanding, and widening thought and debate on architecture, its history, theory, practice, and role in society today. The guiding purpose of the Collection is to make comprehensive and integrated bodies 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.

Currently, the CCA is placing the emphasis on enlarging access to its rich Canadian and international archival collections. Thanks to the generous support of the BAnQ to help increase the capacity of documentary heritage institutions to better sustain and preserve Quebec's documentary heritage, the CCA will embark on a project to process a Canadian architectural fonds with significant documentary heritage: the PGL fonds.

Key responsibilities

- Reporting to the Archivist, the Project Processing Archivist processes archival collections in all formats, including born-digital material; creates and edits finding aids; and ensures efficient, effective, and appropriate processing of the archives based on archival principles and practices.
- At times provides reference services and research support for the holdings of the Collection and engages in other professional activities of the team as required.
- Contributes to discussions with the Archivist, the editorial and curatorial team as well as with the Head, Collection Access on the refinement of workflows for accessioning, ingesting, processing, describing, preserving, and providing access to archival holdings.
- The successful candidate must be comfortable working in a vault, and able to lift boxes of archival material weighing up to 40 pounds. There is a high volume of work, complex problem-solving and moderate stress with periods of high stress due to internal and external project deadlines.



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Required qualifications

- Education: Masters in Information and Library Science (MLIS) or equivalent
- Number of years of relevant work experience: 1 to 3 years
- Working knowledge of archival descriptive standards such as ISAD(G), RAD and/or DACS
- Strong command of archival theory and best practices
- Capable in communicating and writing in French and English, or willingness to learn

Please submit your application (resume and cover letter, in English or French) by email to rh@cca.qc.ca to the attention of People and Culture division of Canadian Centre for Architecture, 1920 rue Baile, Montreal (Quebec) H3H 2S6. **The application deadline is 30 May 2021.** Only successful applicants will be contacted. Please do not call.

The CCA is an equal opportunity employer and encourages diversity. The CCA invites anyone with the qualifications listed in the job posting to apply.

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