



Centre Canadien d'Architecture / Canadian Centre for Architecture

Job posting

Job identification

Job title:	Processing Project Archivist
Division:	Collection
Immediate superior:	Archivist
Status:	Temporary (1 year), full time (35h/week)
Posting period:	7 July to 31 July 2022
Job entry:	6 September 2022

About the CCA

Strengthened by its extensive Collection (archives, prints & drawings, photography and new media, library holdings) and based on 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.

Job Summary

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.

Key Responsibilities

- 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 of Collection Access on refinement of workflows for accessioning, ingesting, processing, describing, preserving, and providing access to archival holdings.



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Working conditions

- The successful candidate must be comfortable working in a vault, and able to lift boxes of archival material.
- 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.

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 31 July 2022.** Only successful applicants will be contacted. Please do not call.

The CCA has an employment equity policy and encourages diversity. The CCA invites anyone having the qualifications listed in the job posting to apply.

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