



445 Hayimiisaxaa Way, Hartley Bay, BC V0V 1A0
Phone: 250-841-2500

Job - Archivist **Contract Position**

Position Summary

Reporting directly to the Lead Negotiator with a dotted reporting line to the Science Director of Lands and Marine Services, the Archivist works with the GFN Lands and Marine Department to collect, record, preserve, retain and conserve archives of the GFN. The Archivist will assist people to identify and locate the materials they need to answer any research questions.

Responsibilities:

- evaluate records for preservation and retention, repair or conservation;
- arrange the acquisition and retrieval of records;
- catalogue collections and manage information and records;
- liaise with contributors of archives;
- respond to enquiries from members, staff and managers, Chief and Council, and other users;
- advise users on how best to access, use and interpret archives and organise training on archival procedures;
- prepare record-keeping systems/ procedures for archival research and for retention or destruction of records;
- maintain user-friendly, computer-aided search systems;
- promote archives, stories, work through exhibitions, presentations, talks and visits;
- identify ways of protecting and preserving collections;
- advise on the ongoing organisation and storage of material, determine immediate and ongoing capital and other investment requirements, and identify appropriate outside funding sources to support these;
- support Lead Negotiator for overall strategy in archives in Lands and Treaty.

Knowledge, Skills and Abilities:

- post graduate degree in history, law, sciences; or a combination of two years' experience as an Archivist or records management coupled with an undergraduate degree in history, archives and records management programmes; or 5 years' experience exhibiting knowledge of principles, practices and values of archival science, including basic archival conservation;
- knowledge in administrative procedures and project management skills;
- an understanding of research skills in order to help users access materials;
- a genuine interest in history and in preserving records for posterity;
- a logical approach to the work of identification and classification;
- the ability to review and understand an extensive and varied range of material;
- attention to detail and accuracy;
- good IT skills and an interest in applying digital technology to archival practice;
- the ability to anticipate and respond to changing needs and digital media;
- good communication skills to relate to a range of users by asking clear, concise and relevant questions to obtain sufficient information to provide users with the appropriate resources and/or services;
- the ability to work independently and as part of a team;
- Ensure confidentiality of sensitive information associated with archival records and information, using diplomacy and discretion when questioned.

Relationships:

- Works with Leadership, Council, management, staff, community members, and outside resources.

Working Conditions:

- Majority work is performed in Hartley Bay office environment, with meetings out in the community;
- Candidates may be required to write a pre-screening test.

**Please apply by submitting a cover letter with "Archivist" in the subject line and resume to
Gitga'at First Nation, 445 Hayimiisaxaa Way, Hartley Bay, BC V0V 1A0 or e-mail: jobs@gitgaat.net**

Applicants of Gitga'at and/or Aboriginal ancestry are encouraged to apply. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

Position will remain open until filled.
Only short-listed applicants will be contacted.