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## Position Information

Position: Archival Assistant  
Position ID: SS-2102  
Supervisor: Executive Assistant  
Hours: Full-time, seasonal (9 weeks)

## Job Summary

Archivists manage, process, store, and disseminate information contained in an organization's archives. Acquire, store, and research textual material, pictures, maps, architectural documents, electronic materials, films and videos, sound recordings, and multimedia materials.

## Duties

- Develop policies and procedures for managing current and semi current archives, in particular corporate cataloguing systems and records.
- Design programs for managing, disseminating, and storing archives of all types (documents, photographs, maps, audio-visual materials, manuscripts, etc.)
- Plan the computerized management of archives and the management of electronic archives.
- Appraise and acquire archival materials to build and develop an archival collection for research purposes.
- Organize noncurrent archives and develop cataloguing and retrieval systems to allow access to archival materials.
- Develop a system to assist people with their searches.
- Repetitive tasks; Handling heavy loads; Attention to detail; Bending, crouching, kneeling.
- Weight Handling Up to 23 kg (50 lbs).

## Requirements:

- A current or recently graduated post-secondary student
- Experience working in museum, post secondary institutions, or record keeping or in an administrative/clerical role.
- Preference given to Indigenous applicants.

## Qualifications & Skills:

- Flexible, accurate, organized, and a team player with sound judgement.
- Strong writing, reading, and written and oral communication competency.
- Computer literacy, particularly with Microsoft Office, OneDrive, and Teams
- Numeracy

Please include the Position ID in the subject line and submit your cover letter and resume to [resume@saikuz.com](mailto:resume@saikuz.com) by May 26, 2021.

We thank everyone for their interest; however, only those selected for an interview will be contacted.