Archivist – Training Opportunity (Permanent, Full-Time) - 1162

Close Date
Open until filled

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada’s Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let’s make Kamloops shine! Join our team today.

Position Overview
The Kamloops Museum and Archives (KMA) operates as part of the City of Kamloops, on Tk’emlúps te Secwépemc territory within the traditional and unceded lands of Secwépemc Nation, Secwépemcúlecw.

Established in 1937, the KMA houses one of the oldest archives in British Columbia, featuring a substantial collection of photographs, books, papers, newspapers, maps, and architectural drawings from the 1800s to the recent past.

The City of Kamloops has a training opportunity for an Archivist to have a meaningful impact shaping the direction of a notable regional archives. Working alongside creative staff, you will have a large degree of autonomy to advance the diversity and accessibility of the Archives, as well as its presence across the research and exhibition spheres.

The KMA is committed to rigorously examining its own practices as it collects, interprets, and shares the cultural evidence of this region. This commitment supports the KMA’s responsibility to make itself a radically inclusive and welcoming space for community members to share community histories through community voices.

The successful candidate must have the following qualifications:

1. Master of Archival Studies or Master of Library and Information Studies degree.
2. Minimum six months’ experience in professional archives.
3. Completion of computer courses or experience in current office suite and/or photograph editing software.
4. Proficient in intermediate Word and Excel, as demonstrated through testing (70% pass rate required).
5. Ability to lift 20–25-pound boxes and climb ladders on a regular basis.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

This position will remain open until filled.
Please note that this position is currently under review and the pay grade is subject to agreement between the employer and the Union.

Please note, this position is posted along with the Archivist #1138 and our preference is to hire a fully qualified candidate. However, if there are no candidates deemed fully qualified, we may hire from this Training Opportunity.

For further information on the Archivist position, please see the attached job description for the fully qualified position and for further information on the details around the training opportunity, please see the attached terms and conditions.

**Awarding of Training Opportunity:**
To be successful for this training opportunity, senior applicants must meet the above requirements.

Applicants are able to participate in a maximum of three training opportunities within the Department.

**On-the-Job Experience and Training:**
The most senior qualified candidate for this opportunity will be gaining experience towards becoming a fully qualified Archivist. The exact length of the training opportunity may vary based on the previous experience of the successful candidate; however, for this training opportunity it will be up to 18 months.

**Pay Rate:**
The successful applicant for this training opportunity will receive the pay rate of Pay Grade 10 (inside), $35.55 per hour to start. After successful completion of the Training Opportunity term, the incumbent will move to a fully qualified Archivist Grade 11 (inside).

**Time Commitment to the Position:**
The successful candidate will be required to remain in the Archivist position for a minimum of the amount of time it took the candidate to become fully qualified.

**Hourly Rate**
$35.55 (training rate)

**Hours & Days of Work**
Tuesday to Saturday 8:30 AM - 4:30 PM

**Hours per Week**
35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.
The City of Kamloops encourages career development and professional growth for its employees. Training postings (including training opportunities and "in-training" postings) allow staff the prospect of moving into an area of the City operations that they may not otherwise have the experience or qualifications to bid into.

To support this, the parties have adopted the following terms and conditions for training postings. To illustrate your acceptance of the terms and conditions, please initial each item and date and sign at the bottom.

1. **MANAGEMENT/EMPLOYEE RESPONSIBILITIES**

The City recognizes that there is a joint responsibility for the development and success of the trainee. It is management’s obligation to regularly monitor and assess the trainee’s work to ensure that he/she is completing the requirements of the training. It is the employee’s obligation to meet the commitments of the training posting, attend any training or educational sessions required and to participate in applicable duties at the workplace.

2. **TRAINING TERMS**

Training terms may vary in length, based on the amount of experience that the successful qualified applicant brings to the position.

3. **ACCESS TO TRAINING**

Employees will be allowed to access a maximum of two of the training types (training opportunity and/or in-training) during their employment with the City. The third training type, apprenticeship, will have a maximum of one opportunity.

Where the situation exists for an employee to pursue multiple opportunities related to a particular career path within a Division, consideration will be given on a case by case by the Employer to waive the access restrictions.

4. **EMPLOYEE COMMITMENTS**

a) Employees must commit to the training term stated on the posting.

b) After completion of the training term, employees must remain in the position for the commitment term stated on the posting.

c) For a period of one year after completing the training term, employees (unless they are otherwise employed full time outside of the classification), must accept any vacant shifts that should arise in the classification they have been trained in if that shift remains vacant after a posting or bid meeting process.

Any employee who does not fulfill the commitments of a training posting through his/her own actions will not be allowed access to any other training types in the future.
5. **SENIORITY FOR TRAINEES**

New employees hired for a training position will not obtain seniority during the training term. If confirmed in the position, seniority will be calculated as per the Collective Agreement and given to the employee at that time.

6. **LAYOFF AND RECALL FOR TRAINEES**

The trainee will be laid off before junior, fully qualified incumbents in the classification. The trainee will be recalled last after junior, fully qualified incumbents in the classification.

7. **TRAINEE PROBATIONARY PERIODS**

The probationary period for externally hired employees will be equivalent to the training term. As per Article 10(d), the employment of these employees may be terminated at any time during the probation period at the absolute discretion of the employer, provided however, that such discretion is not used in an arbitrary, perverse, or capricious manner.

Employees with seniority who do not fulfill the commitments of a training posting or who are deemed unsuccessful after passing probation will forfeit the right to return to his/her former position but will be allowed to use his/her seniority for one year to bid on another position.

The Union has agreed to consider requests for longer probationary periods based on the length of the training term and/or a trainee's progress.

8. **OVERTIME CALL OUT**

In the event of an overtime call out, fully qualified staff will be called first. Trainees may be considered at management’s discretion.

__________________________  _______________________
Employee                    Date
CITY OF KAMLOOPS

JOB TITLE: Archivist

PAY GRADE: 11

NATURE AND SCOPE OF WORK

Performs skilled archival work of a complex nature under the supervision of the Museum Supervisor. Work is mostly inside with good working conditions and involves the day-to-day operation of the archives including acquiring, accessioning, appraising, classifying, describing, arranging, and providing access to a variety of historical material such as public records, private papers, maps, photographs, prints, and other documents. The incumbent is required to exercise tact, discretion, courtesy, and diplomacy when dealing with the general public and other staff members, and also when providing detailed information to the public on historical matters and assists researchers. The Archivist supports the overall operational goals of the Kamloops Museum and Archives (KMA) including the KMA Mission Statement, KMA policies, exhibitions, and programming.

ILLUSTRATIVE EXAMPLES OF WORK

1. Plans, organizes, implements, and oversees the day-to-day operations of the archives to ensure the effective use, access, preservation, education, and security of the resources and facility, including approving and responding to client requests in a timely manner.

2. Acquires, appraises, develops, documents, and maintains archival records such as historical materials, public documents, private papers, maps, photographs, and prints in accordance with RAD and other best practices and standards by arranging, describing recording, and applying conservation practices such as, but not limited to, cleaning, repairing, encapsulating, and digitization.

3. Appraises archival records and determines value for accessioning and deaccessioning into the collection, maintaining professional assessments including guiding clients through the archival donation process.

4. Assists with developing and implementing policies and procedures for the operation of the archives.

5. Aids researchers in the use of catalogues, researches and creates finding aids, indices, and makes materials available according to accessibility regulations (e.g. Freedom of Information Protection of Privacy Act), and RAD and other best practices standards, in addition to recording statistics for the Archives and maintaining inventories as required.

6. Answers inquiries from community and makes records accessible for research and reference purposes to City staff, other government and museum representatives, community members, cultural, heritage, and community organisations, the Kamloops Heritage Engagement Group, and the general public.
7. Provides training and oversees archive volunteers and practicum students.

8. Collaborates with initiatives with City departments and KMA staff to provide resources, access, develops and supports programs such as public speaking engagements, archival tours, and workshops for the public and schools and other educational groups, researches, develops and supports exhibitions, and promotes the archives to the community through multiple means of communication and media, including publishing content internally and externally for interdepartmental initiatives and KMA social media and website.

8. Attends meetings, workshops, seminars, and other organised activities related to the work as required, staying current with archival best practices and procedures. Participates in professional organizations locally, provincially, and nationally.

9. Undertakes developmental assignments such as developing and maintaining databases for archival holdings, participates in projects to upgrade or improve existing systems, or redesigns access systems including remote public access to the holdings; develops effective systems for recording and retrieving information.

10. Seeks opportunities for grant funding and prepares funding proposals.

11. Pursues study of Kamloops history and geography and increases familiarity with the archives and collections holdings.

12. Performs other related duties as assigned.

REQUIRED SKILLS, ABILITIES AND KNOWLEDGE

1. Thorough knowledge of current archival, records management, and information management principles, techniques, and procedures.

2. Thorough knowledge of RAD, Canadian professional archival standards and principles, appraisal, arrangement, RAD based descriptions, creation of archival finding aids, and basic conservation techniques.


5. Working knowledge of historical research techniques and archival and related community resources.

6. Working knowledge of archival database systems, the creation and management of them.

7. Ability to appraise documents and other materials, and to determine their historical significance and suitability for the Kamloops Archives.

8. Ability to classify, describe, arrange, and catalogue archival materials.
9. Ability to conduct research and interpret information, communicate effectively orally and in writing including public speaking and presentations.

10. Ability to retain credibility and public confidence.

11. Ability to advance projects within guidelines.

REQUIRED EDUCATION, CERTIFICATES, LICENSES AND EXPERIENCE

1. Master of Archival Studies degree.

2. Minimum two years' experience in professional archives, including six months' previous experience with electronic archival processes.

3. Completion of computer courses or experience in current office suite and/or photograph editing software.

4. Proficient in intermediate Word and Excel, as demonstrated through testing.

5. Ability to lift 20–25-pound boxes and climb ladders on a regular basis.

HOURS OF WORK

Non-normal hours