

EMPLOYMENT OPPORTUNITY

Aanischaaukamikw is the cultural centre for the nine Cree communities of Eeyou Istchee in Northern Quebec. This major new facility is located in Oujé-Bougoumou, QC, a community of 700 persons. Aanischaaukamikw is a multi-purpose cultural entity, bringing together regional cultural programming for the Cree Nation for all to share on-site and throughout the communities. Aanischaaukamikw is presently seeking a:



ARCHIVIST

ACCI is seeking an enthusiastic and dedicated individual for the position of Archivist. The Archivist is a 8-month contract position responsible for maintaining and digitizing the archival collection. Under the Coordinator of Collections supervision, the Archivist will collect archival material relevant according to Aanischaaukamikw Cree Cultural Institute's mandate. Working closely with the Librarian and the Conservator, the Archivist will provide access to the archival collection, as well as assist and advise researchers and staff. The Archivist will catalogue the archives using collections management software [MINT/M2A]. As well, the Archivist will work in collaboration with the Conservator for the preservation and treatment of the archival collection.

QUALIFICATIONS, ABILITIES AND EXPERIENCE

- A Bachelor's degree or college diploma in Archival, or Information Sciences, Master's degree is preferred
- Minimum three years of experience in Archives setting and preferable in a cultural institution environment
- Experience in archives acquisition, registration, cataloguing, collection development and management
- Experience in digitization of Archival materials, including paper, video and audio visual
- Experience in client services and references services
- Experience with computer software programs, online databases and digitization
- Knowledge of systems and standards used for cataloguing archival material
- Knowledge of Indigenous history and culture (especially Cree, Naskapi, Innu, Inuit) and material culture
- Knowledge of general principals and practices in the field of museum archives and photo archives
- Excellent oral and written skills
- Excellent organizational skills
- Strong negotiation skills

- Strong analytical and problem solving skills, adept at working with minimal supervision
- Strong computer skills
- Strong customer focus
- Ability to multitask and meet strict deadlines under pressure
- A valid drivers license is an asset
- Knowledge and experience with James Bay Cree entities and their administrative systems is a major asset

PRINCIPAL RESPONSIBILITIES

- Adhering to existing collections policies and procedures in relation to archives, adhering to international archival standards;
- Cataloguing and organizing the archival collection physically, intellectually and digitally which includes the requirement of being able to safely carry heavy boxes;
- Promoting the preservation of the collection;
- Digitize records using scanners, cameras, audio and video equipment and/or assisting the digitization process;
- Data entry on MINT/M2A; MINISIS
- Assisting staff, researchers and external users in finding the information ensuring the safe care and handling of items and the accuracy of the information, and referring users to other institutes when information not available at ACCI;
- Managing supplies for archives;
- Supporting other Cree entities and possible donors with archival and records management advice as required;
- Perform basic collections management and preventative care for archival collections as required, in collaboration with the Conservator;
- Managing Archival Storage, Reference materials, archival equipment, digitization equipment;
- Evaluating records for preservation and retention;
- Supervising access to the archival collections for Cree communities, colleagues, external researchers;
- Any other duties required by the Coordinator of Collections or Director of Programs.

PERSONAL CHARACTERISTICS

- Self-confidence, optimism, persistence, and stamina
- A disciplined, multi-faceted and organized individual with the personal flexibility to deal simultaneously with a variety of situations
- A direct, clear, approachable and compassionate, with a sense of humour and the capacity to make decisions
- An open, friendly communicator with superior interpersonal skills.

- Excellent computer skills, including familiarity with digital formats
- Strong attention to detail
- Ability to work under tight deadlines
- Commitment to working in a participatory, team-based environment
- Ability to build positive relationships with the organization's partners and supporters

SALARY AND WORKING CONDITIONS

- Contract, 8 months: 35 hours per week
- Salary based on ACCI salary scale, relevant experience and education

Please send your cover letter and curriculum vitae via regular mail, fax or email by *Friday July 14, 2017 at 5:00 pm* to the following address:

Rob Imrie
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We thank everyone that applies, but only the chosen candidates for an interview will be contacted.