



ARCHIVIST (Regular Full-Time, Permanent)

MONOVA: Museum and Archives of North Vancouver's vision is to be an inspirational and transformative community hub where the stories of North Vancouver's people, places and past come to life. MONOVA operates both the Museum of North Vancouver in The Shipyards and the Archives of North Vancouver in Lynn Valley. MONOVA also supports several online/offsite experiences for the public to engage with and learn about the past, present and future stories of North Vancouver.

MONOVA recently signed MOUs with Skwxwú7mesh (Squamish) and Səlílwətał (Tseil-Waututh) Nations to focus on meaningful cultural sharing of knowledge, to improve communication between MONOVA and the Nations, and to understand, respect and follow protocols that will lead to a strengthened relationship.

The Archivist is responsible for the stewardship of MONOVA's archives collection, which includes municipal records from both the City and District of North Vancouver. The Archivist will oversee physical and digital access to collections via a reference room and a collection management system, and initiatives that help make history accessible to the public. The multi-faceted position includes collaborating with MONOVA staff on innovative visitor-focused activities with the community, including Skwxwú7mesh and Səlílwətał Nations.

The ideal candidate will have considerable knowledge of archival theory and standards for archival arrangement and description, along with knowledge of legislation that applies to archival records, including the Declaration on the Rights of Indigenous Peoples in BC Act (DRIPA), the First Nations Information Governance Centre's principles of Ownership, Control, Access and Possession (OCAP®), a Reconciliation Framework for Canadian Archives and the Truth and Reconciliation Commission Final Report - Calls to Action. The individual will need to know how to properly care and handle archival materials in all media. We are seeking an imaginative, experienced individual who will report to the Director and work closely with MONOVA staff. Individuals with experience working collaboratively and an interest in community outreach are encouraged to apply.

Summary of Duties

- Develop, recommend and apply new and revised policies, systems and procedures pertaining to the operation and administration of the Archives, within established guidelines.
- Acquire, appraise, arrange, and describe archival records in all formats following accepted professional standards and practices, and in keeping with the MONOVA's mandate.
- Ensure for the physical preservation and security of holdings by monitoring the Archives facility.
- Manage an integrated archives collection database and digital preservation system.
- Coordinate with the Reference Historian in providing for and promoting public access to holdings.
- Maintain currency with and undertake research on emerging archival issues; pursue the study of North Vancouver history and geography and increases familiarity with holdings.
- Coordinate transfers and liaise with City and District of North Vancouver Records Management staff.

- Establish and maintain working relationships with a variety of internal and external contacts such as potential donors, other archival organizations, and colleagues; encourage donations.
- Attend to administrative tasks including writing reports, assisting with budget preparation, and grant opportunities.

Desired Experience, Qualifications and Skills

- Graduate degree in Archival Studies, and other degree or course work in a related discipline such as History, plus sound related experience, or an equivalent combination of training and experience.
- Considerable knowledge of the principles, practices, philosophy and objectives of heritage conservation and generally accepted standards of practice for archives.
- Personal characteristics include creativity, flexibility, team work, organizational and analytical skills, presenting skills, and excellent verbal and written communications.
- Experience with First Nations communities is desirable; knowledge of Coast Salish protocols is an asset.
- Provide planning, training, and supervision to Archives staff; experience working with volunteers.
- Knowledge of and interest in the history of Canada, British Columbia, and the North Shore.
- Self-sufficient in office administration tasks and ability to evaluate and utilize various software technologies related to the work.
- Ability to develop and administer an operating budget and control revenues and expenditures.
- Valid clean British Columbia drivers licence required (a driver's abstract will be provided by the successful applicant), as is a criminal record check.
- Applicant must be legally entitled to work in Canada.

Salary: \$39.50 per hour (PG25-1, 2021 rates) plus benefits after qualifying periods; unionized

Start Date: May/June 2023

Schedule: 35 hours per week; some flexibility to work occasional weekends and evenings.

Please apply to:

Laurel Lawry, Acting Director
North Vancouver Museum & Archives
3203 Institute Road, North Vancouver, BC V7K 3E5

Interested applicants should submit a cover letter and résumé submitted by e-mail to MonovaHR@monova.ca. Please include your full name and the position title in the subject line. Review of applications begins May 1, 2023 and continues until position filled. The cover letter should provide concrete examples that illustrate how they meet the education and experience aspects listed in the Desired Experience, Qualifications and Skills.

MONOVA believes that the benefits of an inclusive approach enhances creativity, diversity and innovation, and will build a workforce representative and reflective of the communities we serve. We are committed to developing a work environment and recruitment process that are inclusive and barrier-free. Please advise if accommodation measures must be taken to enable you to apply and be assessed in a fair and equitable manner. MONOVA is an equal opportunity employer and we encourage candidates who are women, BIPOC, LGBTQ2S+ and people with disabilities to apply.