

Assistant Archivist – Job Description

Lake Charlotte Area Heritage Society

Background

The Eastern Shore Archives is one of Nova Scotia's newest institutional archives. Opened in 2003, its mandate is to preserve the social, cultural, industrial and natural heritage of the Eastern Shore communities. Until 2003 there was little archival preservation taking place on the Eastern Shore, although several historical societies had been collecting materials since the mid-1980s. The creation of the Eastern Shore Archives has resulted in a rush to preserve and protect the historical documents and intangible history of a geographic area which encompasses more than 169 kilometres of sparsely populated coastline, comprised of over 57 small hamlets, with a total population of less than 9,000 people. The archives is staffed by a team of volunteers who work weekly to carry out accessioning, arrangement and description, and preservations projects. The team is supervised by the Executive Director of the overseeing Lake Charlotte Area Heritage Society. During the summer months the archives sees an increase in research requests as well as donations of material. It will be the Assistant Archivist's duty to oversee research requests and carry out research on the various collections that the archives is working on.

Specific Skills and Abilities:

- Works independently within established guidelines
- Is comfortable working with seniors, volunteers
- Knowledge of scanning, databases, and Photoshop
- Can travel to Lake Charlotte, HRM to work
- Knowledge of Eastern Shore families
- Methodical approach, organized
- Comfortable serving the public
- Can navigate library, cataloguing systems

Main Objectives

The Assistant Archivist will be responsible for the following:

1. Under supervision of the Collections Committee and Executive Director, assist the public with searches using Virtual Archives database, the finding aids, and other search tools available.
2. Assist archives volunteers with research on the various fonds and collections currently being processed (arrangement & description, rehousing, preparation of finding aids).
3. Assist archives volunteers with the research and creation of temporary exhibits for the Seafood Festival, Women's Heritage Celebration and Dominion Day.
4. Input records and thumbnail scans into the Eastern Shore Community Images photo database, as time allows, and support volunteers with technology in their fieldwork.

Terms of Employment

May 12th to August 24th for 15 weeks at 37.5 hrs. / week at \$16.77 per hour + 4% vacation pay + free cookhouse lunch. Students must be enrolled in full time studies prior to, and after, the work-term and be under the age of 30 (proof required). The Heritage Society is an equal opportunity employer and welcomes applications from all eligible candidates. The Society is committed to building and supporting a diverse team. All resumes will be reviewed, but only candidates eligible for an interview will be contacted. Work terms are subject to funding provided by government agencies.

Apply by March 31, 2025 with cover letter, resume and two references in PDF format only.
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