



Job Posting: Project Archivist

Located in Toronto, Ontario, The ArQuives is one of the largest LGBTQ2+ archives in the world. Primarily a volunteer-run organization focusing on Canadian content, The ArQuives acquires, preserves, and provides public access to information and collections in various formats. Our organization offers a range of research, exhibition, educational, and community programming. The ArQuives seeks a Project Archivist (10-month contract) commencing March 2023.

Reporting to the Senior Archivist, the Project Archivist is responsible for several discrete processing projects and creating a community exhibition. Responsibilities of the position include appraisal, arrangement, and description of two major collections. Assisting a community partner with an exhibition of their archival material, and creating two online exhibitions with our Omeka platform.

The ArQuives has a COVID Vaccine and Safety Policy for all staff, volunteers, and researchers. Proof of vaccination is required for new employees. Any applicants with exemptions due to medical reasons or religious beliefs must submit accommodation requests. Accommodations will be granted where they do not cause undue hardship or pose a direct threat to the health and safety of staff, volunteers, and community members.

The ArQuives acknowledges and is committed to addressing historical inequities within our organization. We encourage applications from marginalized communities, including those who identify as Indigenous, women, trans, non-binary, gender non-conforming, Black, people of colour, and persons with disabilities.

Principal Duties & Responsibilities

- Appraisal, arrangement, and description of archival materials
- Working with community partners to showcase their archival collection
- Creating two exhibitions with Omeka
- Other processing duties as required

Qualification and Experience

- Masters of Information or equivalent;
- 2 years of experience working with archival collections;
- Knowledge and understanding of Preservica, Inmagic, Google Suite, Basecamp, and AtoM are an asset;
- Knowledge and understanding of the LGBTQ2+ communities and history in Canada or experience working with marginalized communities is an asset;
- The ability to take the initiative and prioritize with strong attention to detail.

Organization website: www.arquives.ca

Application deadline: January 27, 2023

Estimated start date: February 6, 2023

Hours and Salary: 37.5h/week, \$26/h

Interested candidates should send a CV and cover letter as one PDF document to: jobposting@arquives.ca with "Project Archivist" in the email subject line.