



Canada's LGBTQ2+ Archives

Job Posting: Collections Manager

Located in Toronto, Ontario, The ArQuives is one of the largest independent 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 full-time permanent Collections Manager commencing May 2024. There is an expected two-week training period with the current Collections Manager.

Reporting to the Executive Director, the Collections Manager is responsible for leading the organization's collection management and development in line with the vision and mandate to preserve and make accessible the LGBTQ2+ histories in Canada. The position requires in-person (90%) and virtual work (10%), with regular office hours Monday to Friday and occasional evenings and weekends for events and meetings.

Responsibilities of the role include but are not limited to donor stewardship, managing the Collections database, training, mentoring, and supervising collection and reference staff and volunteers and interns, legacy database and legacy collections management, digital exhibitions management, acquisitions management, oversight of conservation and preservation (digital and analogue), facilitating outgoing loans, reviewing copyright requests, grant writing, policy and procedure writing, internal and external monetary appraisal, working with community partners, giving public presentations and tours, and space management and planning.

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.

Principle Duties & Responsibilities

- Management of analogue and digital collections (library, archives, artifacts, artwork, reference)
- Supervise and lead approximately 2-4 staff and 20 volunteers who work in Collections
- Management of the database and online platforms (Inmagic, Omeka, AtoM, and Archive-It)
- Donor stewardship
- Support staff and volunteers to execute the Collections Development Plan
- Supervise and manage internal and external monetary appraisal of collections
- Management of loan and copyright requests

- Support LGBTQ2+ community partnerships, including the development of oral history projects, collecting projects, digitization, and exhibitions
- Policy and procedure writing and development
- Participate in a variety of Committees relating to Collections and Public Service and The ArQuives broad operations

Qualifications & Experience

- Masters in Information in Archives and Records Management or Masters of Museum Studies
- Minimum of three years of supervisory experience
- Demonstrated experience with collection appraisal and processing
- Experience working in the not-for-profit sector and volunteer-driven organizations
- Experience with conflict resolution and working with the public is an asset
- Demonstrated knowledge of and commitment to Equity, Diversity, and Inclusion principles
- Knowledge and understanding of the LGBTQ2+ communities and history
- Knowledge and understanding of Inmagic, Omeka, AtoM, and Archive-It is an asset
- Experience in or an understanding of archival monetary appraisal is an asset
- Strong ability to work independently, take initiative, and prioritize
- Excellent organizational skills and ability to multi-task
- Possesses a strong attention to detail with a refined understanding of how to balance time and labour
- The ability to lift and stack 22 kg and push a full cart is required

Please address any questions about the posting to executivedirector@arquives.ca before April 11th, 2024.

Organization website: www.arquives.ca

Posting: March 26, 2024

Application deadline: 11:59 PM, EST April 14, 2024

Estimated start date: May 2024

Apply: By emailing a cover letter and CV as a PDF to jobposting@arquives.ca

Hours and Salary: 37.5h/week, salary range based on experience \$67 000 to \$70 000 annually

Benefits: 15 days annual leave, Health and Dental, HSA, Personal Days, Professional Development