



YCW Job Posting: Archives Assistant

Located in Toronto, Ontario, The ArQuives is one of the largest 2SLGBTQIA+ 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 an Archives Assistant (15-week contract) commencing May 2025.

Reporting to our Archivist, the Archives Assistant position will expose the student to various archival situations designed to improve skills and allow the archives to improve public access to its rich holdings of 2SLGBTQIA+ heritage. The successful applicant will be responsible for the arrangement & description of records. On-site work (90%) is required.

The ArQuives has a COVID Vaccine and Safety Policy for all staff, volunteers, and researchers. Accommodations will be granted where they do not cause undue hardship or directly threaten 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

- Making existing descriptions RAD compliant
- Arrangement and Description of archival holdings
- Researching and creating a Digital Exhibition

Qualification and Experience

- Meet the requirements of the Young Canada Works program.
- Have completed at least 1 year of a graduate degree in archival studies
- Demonstrate the ability to apply RAD standards.
- Have experience with exhibitions, notably with the Omeka platform.
- Demonstrated knowledge of and experience with processing, arrangement, and description of personal papers and/or records of organizations

- Have excellent written & oral communication skills.
- Can work effectively independently and as part of a team.
- A strong commitment to the mission of The ArQuives.
- Knowledge and understanding of the 2SLGBTQIA+ communities and history in Canada or experience working with marginalized communities is an asset;
- Coursework or interest in 2SLGBTQIA+ history is preferred but not required.

Organization website: www.arquives.ca

Application deadline: April 21, 2025

Estimated start date: May 12, 2024

Hours and Salary: 37.5h/week, 23.50\$/hour

Interested candidates should send a CV and cover letter as one PDF document to: jobposting@arquives.ca with "YCW 2025" in the email subject line.