



# Job Posting/Description

Position Title: Archival Assistant (Student Position)

Department: Grey Roots Museum & Archives

Reports To: Archivist

## Purpose

Reporting to the Archivist, the Archival Assistant Student will gain experience working on inventory, research, preservation, digitization, exhibit and writing projects with a close-knit team. May act as a point of contact for researchers in the Reading Room.

## Responsibilities

### Writing and Design

- Write a review of the 159<sup>th</sup> Owen Sound Emancipation Picnic (now called the Emancipation Celebration Festival) for Volume 18 of a Journal dedicated to Black History called *Northern Terminus: The African Canadian History Journal*; select photos and write captions for the article.
- Format other articles for the Journal as they become available
- Prepare archival postings for Facebook and/or write material for website purposes.
- Prepare submissions to other local publications such as the Grey County Historical Society's *Grey Historian* and the Bruce & Grey Branch, Ontario Ancestors, Ontario Genealogical Society, newsletter.

### Collections

- Assist in inventory, cleaning and proper rehousing of private donations and municipal transfers, including encapsulation and folder making.
- Work with the Archives database, observing Rules for Archival Description
- Assist in processing; identifying a process to identify and match images to documentation notebooks, along with inventory and scanning.

- Digitize photographs and negatives for preservation and access to ultimately include in our online database; includes scanner and camera work.
- Write summary text, select image, and write text, for a greyroots.com webpage to make the William Sutton Journals in holdings accessible online.

### **Access and Public Service**

- Act as a point of contact for the public; answering research requests, writing letters to accompany donation paperwork, as well as assisting and directing patrons in the Reading Room, and fulfilling retrieval requests for archival material from storage.
- Build knowledge of both archival practice and Archival holdings, as well as the local history and geography of the area.
- May prepare an exhibit pod at the entrance to the Reading Room on a topic of interest.

### **Working Conditions**

Normal hours of work are 35 hours per week. Flexibility and willingness to work irregular hours on evenings or weekends will be required as determined by the operational hours of Grey Roots. Compensation for the same will be in accordance with County policies.

May work with materials requiring cleaning. Work involves prolonged mental concentration and eyestrain. Work requires bending and lifting, and the use of a ladder.

Personal contact with the public and municipal staff.

### **Contacts**

#### *Internal Working Relationships*

Archivist and Assistant Archivist, Grey Roots staff, students and volunteers and County Administrative Staff.

#### *External Working Relationships*

Historians, municipal staff, writers and journalists, students, teachers and the general public.

### **Knowledge and Skill**

- A student, returning to school in the upcoming academic year to pursue a post-secondary degree in archival, library or other information management studies; museums and history; not-for-profit sector, government, journalism or geography.
- Good organizational, time management, verbal and written communication skills, ability to prioritize, meet deadlines, problem solve, and handle multiple duties and interruptions effectively.
- Experience with digital devices and virtual communications; including Microsoft and social media platforms.
- Friendly, courteous personality with a basic knowledge of Grey County.

## Impact of Error

Errors within the capacity of the summer student role could negatively impact the perception and confidence in Grey Roots Museum & Archives, its stakeholders and assets.

## How to Apply

The County of Grey is currently recruiting an Archival Assistant or Co-op Placement to work in the Archives Department at Grey Roots Museum & Archives for a 16 week contract from May to September.

**Archival Assistant**  
**(Salary: \$15.74 per Hour)**  
**Archives Department, Grey Roots Museum & Archives**

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment.

Candidates for the above position(s) are invited to submit their résumé and cover letter by email (in MS Word or PDF format) **by 4:30pm on Thursday, March 11, 2021** to:

**Kimberly Trombley**  
*Administrative Assistant - EcDev. Tourism, Culture*  
[Kimberly.Trombley@grey.ca](mailto:Kimberly.Trombley@grey.ca)

**We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.**

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*Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.*

*The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*