



The Diocese of Huron

THE ANGLICAN CHURCH OF CANADA

Full-Time Limited Term Contract – Archives

POSITION TITLE: Archives Assistant – Project Manager

REPORTS TO: Archivist

We are hiring one (1) Archives Assistant – Project Manager for the Verschoyle Phillip Memorial Archives, located at Huron University College in London, Ontario. This position is funded by Library and Archives Canada and is a collaborative partnership between the Diocese of Huron, Woodland Cultural Centre, the Survivor's Secretariat, and Six Nations Public Library. Please note that the work of this position will be completed at the Six Nations Public Library, in Ohsweken/Six Nations of the Grand River. However, the incumbent will be employed by the Diocese of Huron.

Eligibility Criteria

To be eligible, candidates must be a Library and Information Science professional, Library and Information Science student, **OR** an individual interested in pursuing the Library and Information Science field. Due to the nature of the materials in the collection and their direct ties to Six Nations as well as other Nations, the preference is for a First Nations incumbent with priority given to Six Nations members or other First Nations. This role will require a depth of understanding of Haudenosaunee culture and traditional knowledge; possession of 'ganikwiyo' will be necessary in this role.

The Diocese of Huron Archives is seeking an Archives Assistant – Project Manager from July 4 2023 – March 31 2024 to complement the staff team.

The V.P. Cronyn Memorial Archives maintain a collection of records pertaining to the Mohawk Institute, or "Mush Hole" that have not been properly processed and accessioned. The Archives Assistant will oversee the completion of a reworked fonds, which will involve reviewing materials for their inclusion in the fonds, imposing order through rearrangement of the records, writing archival descriptions, and creating finding aids.

This will be a full-time temporary position at 32.5 hours per week.

Skill Set

- An interest in preserving Haudenosaunee history and/or pursuing a future in archiving/library and information science
- Experience with computer data entry
- Strong organizational skills
- Excellent written communication skills
- Ability to work collaboratively with a team of archivists and volunteers
- Lifting boxes and large bound volumes which are often heavy and awkward to handle
- Knowledge of the Rules for Archival Description (RAD) would be an asset

Description of Responsibilities

- Processing the collection as if it were a new accession
- Development of an inclusion/exclusion policy for the fonds
- Review of materials using the inclusion/exclusion criteria
- Rearrangement of the records
- Creating archival descriptions
- Entering information into the database according to the Rules for Archival Description (familiarity with RAD would be an asset)
- Other duties as assigned

The Diocese of Huron is an equal opportunity employer. We are committed to meeting the needs of persons with disabilities and to providing accessibility accommodations for candidates who require them. If you are in need of accessibility support during any part of the application process, please let us know.

To apply, please send resume and cover letter to:

Dez Nacario
Archivist, V.P. Cronyn Archives
Incorporated Synod of the Diocese of Huron
1349 Western Road
London ON N6G 1H3

dnacario@huron.anglican.ca

While we thank all candidates for their interest, only those whom we wish to interview will be contacted.

This project has been made possible by
Ce projet a été rendu possible grâce à



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Canada

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