



## Archives Assistant – Job Description

**Title:** Archives Assistant

**Posting period:** July 5 through July 18, 2021

**Start date:** as soon as possible

Located in the beautiful village of Knowlton in Quebec's Eastern Townships, the Brome County Historical Society (BCHS) was founded in 1897 to preserve the historic heritage of Brome County. The BCHS is a fully accredited museums and archives in Quebec and has undergone a veritable renaissance over the past five years, having completed two major renovations of its campus of eight heritage buildings which house over 20,000 historic artefacts.

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### Job Description and Responsibilities:

The BCHS wishes to hire an enthusiastic individual to fill the position of Archives Assistant and join a dedicated team made up of staff and Board members. The Archives Assistant will have the opportunity to carry out hands-on work for an important regional and provincially accredited Archives and discover the history of one of Quebec's most fascinating regions.

More specifically, the Archives Assistant will be tasked with working alongside the permanent staff at the BCHS to conduct two important projects, granted by the Documentary Heritage Communities Program (DHCP) of Library and Archives Canada, and the "Soutien au traitement d'archives" program of Bibliothèque et Archives nationales du Québec.

Reporting to the Archivist, the Archives Assistant will have the following responsibilities:

- Cataloguing, describing, preserving and digitizing a portion of the BCHS's textual records and photographic collections, featuring documents from the eighteenth, nineteenth, and twentieth centuries
- Ongoing promotion of the BCHS's rich archival collections and regular updates and reports on the project's progression
- Collaborating on special outreach activities, including physical and virtual exhibitions, social media, other electronic productions, conferences and presentations, short article publications, etc.

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### Experience & Qualifications

- Post-secondary (CEGEP) or university degree in archival sciences or in a history-related discipline
- Previous archival experience, particularly with historical documents, an asset
- Advanced written and oral communication skills in both French and English
- Advanced knowledge of the Rules for the Description of Archival Documents
- Knowledge of, or interest in, local and Canadian history
- Knowledge of, or willingness to learn, archives policies and procedures
- Knowledge of, or willingness to learn, photographic techniques
- Familiarity with the operation of a digital scanner



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- Fine motor skills for manipulating fragile documents
- Ability to work well in a team setting as well as individually
- Ability to take initiative and meet deadlines
- Ability to work in a public-facing environment
- Experience with Microsoft Office Suite
- Experience with AtoM database, an asset

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**Status:** Full time contractual position for a period of seven (7) months, with the possibility of an extension.

**Schedule:** Monday through Friday; 35 hours per week.

**Salary scale offered for the position:** 20,00\$/hour.  
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### Applications

Applications must be submitted via e-mail to [amcharuest@shcb.ca](mailto:amcharuest@shcb.ca) with the subject line "Archives Assistant – Reference Number 2021-211-0130-2" by 5:00pm Eastern Time, July 18, 2021. Please include with your application a cover letter and curriculum vitae.

The Brome County Historical Society is committed to the principles of employment equity and to achieving a workforce that is representative of the Canadian population. We strongly encourage candidates to self-identify if they are an Aboriginal Person, a member of a visible minority group, or a person with a disability.

**Only the selected candidates will be contacted for an interview.**