

EMPLOYMENT OPPORTUNITY

POSITION:	Archivist
ORGANIZATION:	Shingwauk Kinooaage Gamig (Shingwauk Teaching Lodge)
REPORTS TO:	Director of Operations
DIRECT REPORTS:	Archives, Library, and Gallery staff and student assistants
TERM:	Full-Time
SALARY:	\$95,000.00 - \$106,869.00

Position Summary:

The Archivist is responsible for establishing, growing, and making accessible Shingwauk Kinooaage Gamig's archival collections, which comprise Indigenous created archives, records, and oral histories in all formats and private archives from researchers of Indigenous issues, with thematic emphases on leadership, governance, treaties, community development, education, and resource management. Of note, the Archivist will manage the development of the "National Chiefs Library," the archives of the Assembly of First Nations and its predecessor, the National Indian Brotherhood in accordance with Assembly of First Nations Resolution 21/2018. The core idea of the National Chiefs library to create the official repository for First Nations-created and First Nations-related research and scholarship information across the country.

The Archivist also manages and develops a reference library collection to support research and use of the archives, as well as a gallery space for exhibitions in collaboration with other staff and partners. The Archivist works with Shingwauk Kinooaage Gamig's staff, faculty, students, and partners to integrate the use of the collections into the institution's academic curricula and research.

The Archivist is responsible for the operations of the archives and supporting reference library and gallery at Shingwauk Kinooaage Gamig, a post-secondary Indigenous Institutes in Ontario recognized in regulation under the *Indigenous Institutes Act, 2017*. Indigenous Institutes are Indigenous governed and operated institutions that provide opportunities for students to start and complete postsecondary education credentials in a flexible, personalized and culturally responsive learning environment.

Areas of Responsibility & Duties:

Leadership

- Develops policies, procedures, and supporting documentation in collaboration with Shingwauk Kinooaage Gamig leadership governing the acquisitions and stewardship of records preserved and made accessible, as well as the public services that wrap around the collections in alignment with Shingwauk Kinooaage Gamig's vision and objectives.
- Develops and presents annual goals and budget to the senior leadership and board for approval.

- Develops and maintains relationships with Indigenous communities and stakeholders to define collecting scopes, communicate strategies, and promote use.
- Develops and maintains relationships with Algoma University's archivists and librarians and looks for synergies regarding services, collections, and physical and digital infrastructure (e.g., library catalogue, shared archival database, institutional repository for digitized or born digital collections, digital asset management, web archiving, etc.).

Archives

- Appraises and acquires new collections in analog and digital formats and accruals to existing collections according to approved policies and procedures. Works with other staff and donors to ensure properly documented accessions of records and control of holdings, as well as documentation for tax receipting purposes as appropriate.
- Arranges and describes records applying the principle of *respect des fonds* by preserving the provenance and original order of records and applying the *Rules for Archival Description* to the creation of finding aids. Creates metadata, indexes, finding aids, catalogs, or databases to facilitate easy retrieval.
- Provides public access, reference, and instruction in the reading room, classrooms, offsite, and virtually as appropriate and working alone or in collaboration with faculty, staff, and partners to increase faculty and student awareness and use of the archival holdings in academic programs and research. Assists students, researchers, scholars, communities, and the public in accessing and using archival materials.
- Leads the technology strategy and implementation of archives and related information systems, advising senior management on needs for accessioning, arrangement and description of collections, digitization workflows and equipment, digital preservation, digital asset management, web archiving, and other related activities.
- Implements measures to protect records from deterioration, damage, or loss in collaboration with other staff, including climate control, proper storage, and conservation techniques. Ensures on-site archival physical storage and workroom facilities are maintained as appropriate for long-term materials preservation and use. Works to preserve electronic and born-digital materials using proper standards and techniques.

Library and Gallery

- May curate/ co-curate/ or host exhibits, create educational programs, and engage in outreach activities to promote awareness and use of archival collections.
- Develops the reference library to support research in the archival collections.

Professional

- Stays abreast of current trends, industry best practices and develops professional networks to improve department capabilities and outcomes.
- Stays abreast of scholarship in the field through scholarly and professional literature and participates in professional conferences, workshops, seminars, training, etc.

Qualifications

- Master's degree in Archival Studies or a Master's degree in Library and Information Science from an ALA-accredited institution with a concentration in archival studies preferred. A demonstrated equivalent combination of education and experience will be considered.
- Minimum five years of experience working in an archival environment; preferably in an academic archive; but strong, relevant experience that aligns closely with the setting at Shingwauk Kinooaage Gamig of less than five years will be considered.
- Demonstrated success developing and implementing archival, library, or museum programs focused on both analog and digital item-level assets.
- Demonstrated success leading the successful development and/or implementation of archival technology systems.
- Demonstrated success in working alone and in collaboration with other types of staff, faculty, students, volunteers, and communities.
- Demonstrated ability to train and mentor student assistants, volunteers, and staff preferred.
- Knowledge of Shingwauk Kinooaage Gamig's academic programming, services, philosophy, and policies an asset.
- Knowledge of Indigenous histories, cultures, and languages (preferably Anishinaabe) and asset.
- Knowledge of the Baawaating Anishinaabe communities, peoples, and culture, including their leadership and cultural protocols an asset.

How to Apply:

Please submit your resume; letter of application and three (3) work related references to the attention of Dianne Roach, Director of Operations to careers@shingwauku.org by **March 5th 2024, before 4:30pm.**

Preference will be given to Indigenous applicants. Self-Identification is encouraged.

We wish to express our appreciation to all applicants for their interest, however only candidates selected for interviews will be contacted.