



*Also listed as Canada's Top 100 in 2009 and 2008, Plus BC's Top 50 in 2009 and BC's Top 40 in 2008*

## Temporary Job Opportunity

Archivist (under-implemented) Grid 21

Salary Range: \$1,965.94 - \$2,242.74 bi-weekly

April 12, 2010 – June 30, 2010

Geographically Restricted (Victoria area applicants only)

BC Archives, Royal BC Museum Corporation, has a temporary position available as part of a team to provide access to a unique collection of archival material documenting the history of Ocean Falls, BC, from the early 1900s through to the late 1980s, specifically as it relates to the operation of the former mill site.

These records include textual, cartographic and photographic records that are largely unprocessed, are in varying degrees of condition and currently have limited access tools.

The applicant will work under a project lead and with a small team to undertake original research to create fonds and series descriptions for approximately 500 containers of records. Work will guide the creation of box and file lists and culminate in the complete processing of this collection within a given timeframe.

In order to fulfill the responsibilities of the position, the ideal candidate will have proven past experience drafting descriptive material in accordance with RAD and other national standards, will have knowledge of BC history and will embody a strong work ethic in terms of stewardship and professional ethics. You will have the ability to effectively problem solve and communicate with others. You will have excellent organizational and time management skills; well developed ability to organize resources and establish priorities. You will be proficient in the use of standard computer applications. You will be required to lift and carry boxes and/or files on a regular basis throughout this term. Work will also take place around low levels of dust/dirt. It is recommended the successful candidate consider obtaining a tetanus vaccination.

If the opportunity to work as part of a team dedicated to the preservation and access of this specific collection of archival records sounds exciting to you, we want to hear from you! Current Public Service Employees must obtain approval from their supervisor before applying on this temporary assignment. Non-public servants are welcome to apply – if successful, will be hired as an auxiliary employee.

Selection and interview will follow standard BC Government hiring and selection guidelines. We are accepting applications (cover letter & resume) for this opportunity until **midnight, March 16, 2010 to:**

Royal BC Museum

Business & HR Services

675 Belleville Street Victoria, BC V8W 9W2

Fax: 250-387-0102 or Email: [humanresources@royalbcmuseum.bc.ca](mailto:humanresources@royalbcmuseum.bc.ca)

**Please quote: RB2010:46575**

The RBCM is committed to reducing our environmental impact. Please consider your impact when submitting your application - **we would prefer to receive all applications via email**