



The Diocese of Huron

THE ANGLICAN CHURCH OF CANADA

POSITION DESCRIPTION

Position Title: Archivist, Diocese of Huron Archives

Reports to: Human Resources Officer, Anglican Diocese of Huron

Position Summary: The Archivist is responsible for the transfer, appraisal, arrangement and description, data entry, conservation, and preservation of the records of the Synod and parishes of the Diocese of Huron, as well as the provision of reference and research services related to these holdings.

Major Duties and Responsibilities:

Core Activities

- Establishes goals and objectives for the Archives
- Initiates, plans, develops, and revises archival services, policies, and procedures in consultation with the Archives Committee
- Prepares an agenda and minutes for quarterly Archives Committee Meetings. in consultation with the Chair of the Committee
- Prepares Quarterly Reports to the Archives Committee
- Explores opportunities for volunteer staffing through the Human Resources Officer, Huron Church House, and Huron University, as well as casual volunteers
- Ensures archival adherence to the Safe Church Policy
- Makes arrangements with parishes and individuals for the transfer of records to the Archives
- Keeps aware of offerings from rare book dealers of diocesan related materials
- Accessions and finds temporary space on archives shelving for new transfers and private record acquisitions
- Configures space requirements for processed materials
- Provides in-person and digital reference service to the Synod Office and the parishes
- Prepares extracts in response to patron requests
- Ensures that the Archives is properly maintained, cleaned, environmentally controlled, and secure
- Supervises conservation measures in the Archives through identifying records for digitization, photocopying, enclosing in mylar sleeves, etc. and maintains a particular vigilance for any sign of damage, deterioration, or mould
- Revises, as necessary, the archives disaster plan and is prepared to put it into action

- Ensures that staff and volunteers are familiar with Huron University's "Emergency Procedures Handbook" as revised for Archives use and updates as required
- Prepares and staffs an annual Archives display at Synod
- Attends monthly Huron Church House staff meetings
- Attends bi-annual Anglican Diocesan Archivists Conferences and maintains a liaison with fellow archivists
- Keeps aware of current developments in archival science

Additional Activities

- Publicizes the Archives and its holdings to the academic community (i.e., faculty and students) at Western University, Huron University, and other educational institutions in the area; provides subsequent reference services, lectures and tours
- Lectures to regional history and genealogical associations on archival holdings
- Assists genealogical researchers and regional historians via e-mail and in person
- Prepares a tri-annual column for *The Huron Church News* under the tagline "From the Archives"

Working Conditions

Works in an office environment. Sitting for long periods, moderate standing and walking and continual visual concentration are expected. Some lifting (ability to lift up to 50 pounds) and bending will be required.

Confidentiality

Neither during employment with the employer, nor at any time thereafter, shall the employee disclose nor make personal use of any information acquired in the course of their duties in the workplace, which they know or ought to know is considered to be confidential by the employer. Confidential information shall include, but is not limited to, personal information related to individual clergy, to other employees, financial and statistical information, and information to which the employee had access to during their employment. Disclosure of this information could result in legal action as well as possible suspension or job loss for the employee.

Qualifications

- Masters degree in Library and Information Science, or equivalent, with a specialization in Archival Science
- Honours, and/or Masters degree in History and/or a related subject area
- Preferably at least two years experience as a professional archivist
- Intermediate level experience with word processing, database management, and archival software is required.
- Possess good general management skills and well developed interpersonal and communication skills.
- Works well independently and with others. A genuine interest in history is an asset.

To apply for this position, please submit your resume and cover letter to:
Jennifer McLaughlin, CHRL

Human Resources Officer
Diocese of Huron
190 Queens Ave
London ON N6A 6H7

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