

Archival Assistant (Independent Contractor)

Trent Valley Archives [TVA] is looking for an independent contractor to assist the archivist, Dr. Elwood H. Jones.

Trent Valley Archives maintains an archival resource of regional significance, with a mandate to encourage and promote archives within the region, especially those dealing with government records within the region no matter the level of government; to prevent the destruction or loss of culturally important records; and to make its documents readily accessible to its members and other researchers.

The independent contractor will provide archival assistance for up to 12 hours per week (totaling a minimum of 200 hours) and invoice Trent Valley Archives at a rate of \$20 per hour. Trent Valley Archives is located at 567 Carnegie Avenue in Peterborough and is open to researchers from 10am to 4pm, Tuesday to Saturday. There is flexibility in the hours worked by the contractor, and this can be discussed with the archivist.

Ideal qualifications include

- College or university graduate in programs related to history, public history, archives or library science.
- Proficiency with computer software, particularly Word and Excel.
- Experience working with archives or with web applications.
- Ability to work both independently and as part of a team.
- Excellent verbal and written communication skills.
- General knowledge of archival concepts and standards, including Rules for Archival Description, and willingness to continue professional development.
- Interest in local history.
- Ability to read cursive writing.

Archival assistance may include

- Process, arrange and describe archival documents such as photographs, films, maps, newspapers and manuscript material, some of which may be digital, audio-visual or microfilm.
- Create finding aids using Excel and Word software.
- Write or present reports related to archival experiences to be posted on the web page or submitted to the *Heritage Gazette of the Trent Valley*.
- Assist researchers and answer queries.
- Archivist Dr. Elwood Jones will supervise and mentor elements of archival practice, explain methods and monitor projects.

Please submit a brief description of your qualifications and a cover letter by July 30, 2024 to ejones55@cogeco.ca

Elwood Jones
Archivist, Trent Valley Archives

2 July 2024