

## ARCHDIOCESE OF REGINA

### Archivist

Location: City of Regina

Hours of Work: Full time: 35 hours a week.

Compensation: \$19.00--\$21.00 per hour.

The Archdiocese of Regina is searching for a full-time Archivist to work in the Chancery Office in Regina. The Archdiocese of Regina is the overseeing body of the Roman Catholic Community in Southern Saskatchewan. The Archdiocese of Regina serves over 120,000 parishioners in 131 parishes and missions scattered over 155,000 kilometers of Southern Saskatchewan. The Archdiocese of Regina is working towards being a Trauma Aware/Informed organization.

### **The Opportunity**

The Archivist position offers an exciting opportunity for a future -focused, progressive, engaged and inclusive professional, who is creative, dynamic and able to interact with all cultures. As a member of the Archdiocese of Regina team, the incumbent will collaborate on the development of a digital preservation strategy to preserve the archival collections housed by the Archdiocese of Regina. The incumbent will be able to navigate theological and canonical directives of the Catholic Church as they strive to assist those researching various projects.

### **Duties**

Reporting to the Chancellor and to the Archbishop of Regina, the individual will ensure the preservation and dissemination of permanent records and objects related to the history and development of the Archdiocese of Regina. The incumbent will provide knowledge in archival process, including but not limited to processing documents in the Roman Catholic Archdiocese of Regina, digitization work of all collections (photographs, objects and paper collections), working with First Nations and Metis in processing archival records, and other related duties as assigned.

### **Responsibilities**

- ❖ Assist in the analysis and inventory of records in digital, paper and other forms in their accessioning.
- ❖ Conservation and preparation of items for storage. Refers to archival best practices to develop systems of the management of various collections.
- ❖ Implements/Creates internal and online retrieval and research aids in accordance with accepted archival standards for the Archdiocese of Regina and the community it serves.
- ❖ Keep up to date on the guidelines and policies from the Canadian Council of Catholic Bishops in the area of archives.
- ❖ Provide informative research services in the work of offsite researchers.
- ❖ Assist with the review planning and implementation of virtual and physical storage of new acquisitions.

- ❖ Assist in the development of administrative procedures, policies, grants, guidelines and forms for day to day operations of the Archival office.
- ❖ Travel may be required to areas with the Archdiocese of Regina.
- ❖ Evening or weekend work may be required.
- ❖ Liaise with other Saskatchewan and Canadian Catholic Diocesan archivists.

### **Qualifications**

- ❖ Post -secondary education, or equivalent, in archives, museum, library and information science would be an asset
- ❖ Knowledge of copyright and online privacy issues.
- ❖ Strong computer skills
- ❖ Ability to relate and communication clearly, accurately and with compassion.
- ❖ Customer service experience.
- ❖ Valid driver's license and access to vehicle.
- ❖ Must be able to lift up to 40 lbs.
- ❖ Ability to provide a Criminal Record Check.
- ❖ Has the ability to work with sensitive material and familiar with PIPA
- ❖ Has sensitivity and awareness to local First Nations and Metis Culture.
- ❖ Must be able to work independently and cooperatively with others.
- ❖ Must possess Catholic, theological and canonical knowledge/awareness.

**Send applications including resume to:**

**L. Burkhart at [lburkhart@archregina.sk.ca](mailto:lburkhart@archregina.sk.ca).**

**Closing date: March 7, 2023**

**Only successful applicants will be contacted for interviews.**

**Successful Applicants will be required to provide references.**