



JOB POSTING

Position: Digital Archivist (6 month contract)
Hours: 37.5 hours a week
Salary: \$22,500
Posting Date: August 1, 2019
Closing Date: September 15, 2019
Contact: Bernadette Ward: bward@oakville.ca

The Oakville Arts Council is a charitable, not-for-profit arts umbrella organization working to grow the community's engagement in the arts and champion artistic development.

Overview

Arts and culture not only create a sense of belonging and community but also provide meaning and context to the past, help define the present and create the future. Working from this premise, the Oakville Arts Council will explore the feasibility of developing a digital arts archive to preserve and animate Oakville's arts and culture achievements. A successful study will lead to the development of an archive that will benefit the arts and culture sector by preserving their accomplishments, the student community by providing a study resource and provide the general population with a deeper understanding of the Town's artistic history.

Responsibilities

Reporting to the Executive Director, the Digital Archivist will develop a feasibility study that will include a needs assessment, outline best practices, define the scope of work that may be included in the Oakville Arts Council archive, explore the various styles, technologies and costs necessary to create an archive with the goal of ensuring that the best possible archive is created for the sector and for the community, ensuring the preservation and animation of cultural heritage with the community of Oakville.

Qualifications & Experience

- University degree in archival studies, history, library/information studies, computing sciences or a related program with course work in archival principles, procedures and techniques.
- Experience setting up digital arts archives/exhibits.
- Sound knowledge of the generally accepted standards of practice for electronic preservation.
- Knowledge of digital records and their handling, including knowledge and application techniques associated with hardware and software tools.
- Ability to develop training materials and deliver presentations of long-term management of digital records and exhibits.
- Knowledge of legislation applicable to public archives.
- Demonstrated ability to research and apply innovative technologies and practices.
- Strong interpersonal, analytical, time management, organization and communications skills.
- Knowledge of Library & Archives Canada.
- Demonstrated proficiency with MS Office.