

Project Archivist

Vancouver, BC

HOLOCAUST-BASED ANTI-RACISM EDUCATION

Commemorating the past
& educating for the future

About Us

Founded by Holocaust survivors in 1994, the Vancouver Holocaust Education Centre (VHEC) is Western Canada's leading Holocaust teaching museum, engaging more than 25,000 students and teachers annually. The VHEC's mission is to promote human rights, social justice and genocide awareness through education and remembrance of the Holocaust.

We produce acclaimed original exhibitions, onsite and online school programs, teaching materials and public events. The VHEC also maintains a museum collection and archives, Holocaust survivor testimony project, and a library and resource centre.

With an ambitious expansion on the horizon as part of the JWest redevelopment project, the VHEC is poised to expand its reach and ensure that the lessons of the Holocaust engage future generations of British Columbians.

To learn more about our mandate and activities, please visit www.vhec.org.

The Opportunity

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| Posting Date: April 8, 2024 | Application Deadline: April 19, 2024 | Position Status: Part-Time Fixed Term (until March 31, 2025) | Hours/Week: Approx. 22 |
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The VHEC is actively searching for a Project Archivist to join our dedicated collections team.

The Project Archivist will be responsible for processing material from nine fonds in the VHEC archives including diaries, drawings, documents, correspondence, photo albums and identity documents. The grant-funded position will commence as soon as possible with an end date of March 31, 2025. The engagement will consist of 1,150 hours or approximately 22 hours per week.

The compensation for this position is \$28.12 per hour.

DUTIES & RESPONSIBILITIES

Reporting to the Associate Director of Collections & Exhibitions and working closely with the Digital Archivist, the Project Archivist is responsible for the following duties:

- Background research;
- Item-level and collection-level processing (including arrangement, description, rights analysis, physical storage);
- Finding aid production;
- Creation of catalogue records in the VHEC collections management system;
- Support the Archivist in consultations with external service providers such as conservators and translators;
- Support the Archivist in project communication for VHEC annual report, *Zachor*, blog and social media.

This position requires working with records relating to the Holocaust and may include content that is graphic in nature, upsetting or triggering.

About You

The successful candidate will have a graduate degree in the field of archival studies, knowledge of the principles, practices and values of collections management. Candidates who are currently enrolled in a graduate-level program and have complete core coursework in archival or information management studies will be considered. This position requires strong analytical skills, and the candidate should be detail oriented, well organized and have a demonstrated ability to work independently and to deliverable-based deadlines. Experience with Adobe Creative Cloud, DeepL Translator (or similar machine learning translation service) and Microsoft Office.

How to Apply

Please email your cover letter and resume in one file to jobs@vhec.org quoting **Project Archivist** in the subject line.

Your application will be handled with utmost discretion and confidentiality. All applicants will receive an automated email response confirming receipt of their application submission. Please note that only applicants shortlisted for an interview will be contacted.

The VHEC is an equal opportunities employer and encourages applications from Canada's federal job equity groups: women, Aboriginal peoples, persons with disabilities and members of visible minorities.

We sincerely thank all applicants for their interest in the VHEC.