



Situated in the beautiful village of Knowlton in Quebec's Eastern Townships, the Brome County Historical Society (BCHS) operates a museum and archives dedicated to the preservation of historic Brome County's material, textual, and cultural heritage.

With this intent, the BCBS provides the infrastructure and programmes to deliver the learning experiences needed to educate present and future generations about the life and culture of prior generations.

Job Description and Responsibilities

The Brome County Historical Society is looking for an enthusiastic and talented individual to work as an **Archives Technician** for an eight-week project (June 28 to August 20, 2021).

Reporting directly to the Archivist, the archives technician will be responsible for digitizing and indexing the content of the organization's donation registers, as well as extracting the data into a digital database , in order to make information easily and quickly accessible and to better identify the provenance of the SHCB archives. Subsequently, the information listed will be aligned with the preliminary physical inventory carried out in 2020, to allow the location of the archives.

The archives technician will have the opportunity to work in a hands-on archives environment, acquire key project management abilities, and better understand the relationship between archival work and local, regional and national history in the Eastern Townships region.

Salary and hours

Hours: 35 hours/week

Salary: \$15.50/hour

Job Requirements

Education & Experience

- Post-secondary (CEGEP) or university education (Information Sciences or History-related fields an asset)
- Basic history archives experience

Knowledge & Skills

- Advanced written and oral communication skills in both French and English
- Knowledge of, or interest in, local and Canadian history with a particular emphasis on Quebec
- Knowledge of, or willingness to learn, archival processes and standards
- Familiarity with Microsoft Office Suite
- Familiarity with operation of a digital scanner

Abilities

- Work well individually and as part of a team
- Take initiative
- Respect budgets
- Respect work timelines
- Work in a public facing environment
- Write detailed reports

Conditions

The candidate must be able to demonstrate their eligibility for the Young Canada Works program. For further details on eligibility criteria, c.f. <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/questions-students-graduates.html>

How to Apply :

Applications must be submitted via e-mail to amcharuest@shcb.ca to the attention of Anne-Marie Charuest with the subject line "Young Canada Works – Archives Technician" by **5:00pm, June 21, 2021**. Please include with your application a cover letter, proof of student status, and an up-to-date curriculum vitae.

The Brome County Historical Society is committed to the principles of employment equity and to achieving a workforce that is representative of the Canadian population. We strongly encourage candidates to self-identify if they are an Aboriginal Person, a member of a visible minority group, or a person with a disability.