

# Job Posting - Database Archivist

Nikkei National Museum & Cultural Centre

Posting date: October 4, 2024

## DATABASE ARCHIVIST: POSITION SUMMARY

The NNMCC is seeking a talented individual to join our team as the Database Archivist, reporting to the Collections Manager and indirectly reporting to the Director|Curator. The Database Archivist will participate in preserving and making accessible archival material related to the history and heritage of Japanese Canadians. They will research, design, and coordinate enhancements to the collections management database and online interface; support digital preservation; support archival processing and digitization; develop policy and procedures; and support training and capacity building initiatives. The Database Archivist will work closely with the Collections Manager, Research Archivist, members of the collections team, community members and organizations, and third-party vendors.

## DUTIES & RESPONSIBILITIES

### *Database upgrade and management*

Project manage the collections management software and database applications, working with the Collections Manager and IT consultants. Tasks include but not limited to:

- Lead research of software database upgrades
- Lead community consultations, analyze feedback
- Develop guidelines for:
  - Policies/procedures
  - User guides/training manuals
- Lead launch of new database
- Lead training sessions
- Work with Communications Coordinator for outreach/announcements

### *Archival processing*

- Appraisal/Arrangement/Description.
- Transcription (incl. oral histories).
- Rehousing/Condition reporting.



- Digitization.
- Conservation.
- Deaccessioning.
- File and digital asset management.
- Donor relations and community consultation.
- Review and apply access and restrictions.

#### Other areas

- Support ongoing management of the NNMCC Collection and Archives.
- Support environment and physical and digital storage management.
- Support reference services provided to the public, community partners, and the NNMCC team.
- Conduct research and writing.
- Provide translation support, if able.
- Support ongoing community engagement, outreach, relationship building, and community consultation. Liaise with donors, community partners, and community groups.
- Supervise students, contractors, and volunteers.
- Contribute to fundraising efforts.
- Perform administrative tasks.
- Support exhibits, special events, and programs.

This position requires working with records that document unjust and racist actions, statements, and terminology, which may be upsetting.

#### **SKILLS & QUALIFICATIONS**

- Master's degree in Archival Studies, or Library and Information Studies, or a related degree or an equivalent combination of related education/training and experience may be considered. Minimum 1 year of experience in archives or related work.
- Knowledgeable in Japanese Canadian history and Canadian history.
- Sufficient understanding of archival principles and theories required to carry out the database design and management, digital preservation, appraisal, arrangement, description, preservation and conservation, and digitization according to recognized standards by the Canadian archival community. Including experience with the metadata description standard Rules for Archival Description.
- Experience drafting operational policy, procedures and guidelines, and providing advice on policy, procedures and guidelines. Ability to apply and interpret legislation and policy. Knowledge of the Personal Information Protection Act and the Copyright Act of Canada would be an asset.



- Detail-oriented; works with attention to accuracy.
- Strong oral and written communication including research, presentations, coupled with strong interpersonal, and collaborative skills.
- Effective and efficient problem solving with the ability to manage multiple tasks.
  
- Experience working with information technologies. Experience with visual/audio/video editing software would be an asset.
- Experience with supervising others, community archives and/or non-profit organizations would be an asset.
- Experience with exhibitions, public programming, and publications would be an asset.
- Japanese and/or French language would be an asset.
- Driver's license would be an asset.
- Please note: staff often lift and/or move up to 10 lbs, and 15-20 lbs on an occasional basis. The ability to lift/move is not a requirement and support is available when needed.
- This position will include opportunities to travel to partner organizations.

Terms: 3-Year Contract Fall 2024 – March 2027, Full-Time

Hours: 35 hours per week. 9:30am – 5:00pm Monday to Friday (with expectation to adjust schedule to support activities).

Salary range: \$30 - \$35/hr, plus NNMCC Benefits Package and 2-weeks vacation Commensurate with experience. 3-Month probation period.

## ABOUT OUR MUSEUM & ARCHIVES

Please follow this link for full details: <https://centre.nikkeiplace.org/about-us/>

## HOW TO APPLY

Please submit a cover letter and resume to [hr@nikkeiplace.org](mailto:hr@nikkeiplace.org) Attention: Lisa Uyeda, Collections Manager, with "Subject: Database Archivist"

Position open until filled. Review of applications begins October 21, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Candidates will be chosen on the basis of their skill level and ability, therefore we welcome all applicants regardless of race, gender, or disability. We invite individuals who reflect the diversity of our visitors to apply. In accordance with the British Columbia Accessibility Act a request for accommodation will be considered throughout the hiring process.

