

Council of Nova Scotia Archives
Archives Advisor Job Posting

The Council of Nova Scotia Archives (CNSA) seeks a dynamic, organized archives professional who believes in the importance of archives and will assist the organization to deliver its vital services to the archival community in Nova Scotia, as its Archives Advisor.

CNSA is a membership-based association of 80+ archives and archivists throughout Nova Scotia. The CNSA supports our members to strive for archival excellence in the care and use of Nova Scotia's documentary heritage. The Council advances the work of archives through educational, advisory and networking services. Council focus areas are currently: renewing educational opportunities; improving member engagement/participation; increasing external visibility; and diversifying funding.

Under the direct supervision of the CNSA President and the general supervision of the CNSA Executive, the Archives Advisor coordinates and delivers archival training and outreach opportunities and provides archival advisory services for member archives through site visits and responding to enquiries. The Archives Advisor also manages and delivers a suite of membership related services including maintaining the CNSA website, the CNSA listserv and on-line databases, and managing the CNSA social media accounts. The Archives Advisor assists CNSA committees, as directed by the Executive. The Archives Advisor remains current in archival practice through attending conferences and participation in professional networks and associations. The Archives Advisor may at the direction of the Executive represent the CNSA on various sector-related committees; lead projects; and perform other related duties.

CNSA encourages applications from African Nova Scotian, racially visible persons, persons with disabilities, Indigenous persons and persons of the LGBTQ+ community; please self-identify in your cover-letter.

QUALIFICATIONS

Education and Experience

- Master's degree in archival studies, or information/library studies or equivalent with concentration in archives courses,
- At least three years of professional experience in a related field, or
- An equivalent combination of training and experience.

Job-specific skills

- Demonstrated knowledge of and experience with the core archival functions
- Knowledge of current trends and issues in archives, including digital preservation, archival management systems, copyright, access and privacy legislation, archival standards, preservation, professional ethics.
- Awareness of related funding opportunities; experience applying for grants is an asset.
- Demonstrated experience with education and outreach program development and delivery.

Technical competencies

- Demonstrated instruction skills, both in-person and on-line.
- Excellent oral and written communication skills.
- Excellent technological skills including database management, website administration, social media platforms.
- Demonstrated project management skills.
- Requires valid driver's license.

Behavioural competencies

- Excellent organizational skills.
- Ability to work independently with minimal supervision and thorough reporting.
- Ability to work collaboratively with diverse colleagues.
- Ability to manage a complex workload in a timely, effective manner.

Working Conditions

- Extended periods of time using a computer.
- Occasional travel throughout the province for courses and site visits over multiple days.
- Occasional work in a variety of environments that may involve heavy lifting, cramped quarters, exposure to dust or other harmful elements associated with archival material.
- Based out of the CNSA Office at Nova Scotia Archives in central Halifax with the option to work-from-home.

Terms

- Full-time (32.5hrs/wk) contract position, dependent on annual grant funding; initial contract will be to March 31, 2022.
- Salary range is \$50,000-\$60,000 including benefits

Please send cover letter and resume in pdf to **CNSA President, Susan McClure** (mcclurs@halifax.ca) by **midnight January 31**. Only applicants selected for an interview will be contacted.