



COUNCIL OF NOVA SCOTIA ARCHIVES

Job Posting: Digital Archives Coordinator

Hours: 16 hours per week (0.4 FTE)

Compensation: \$33/hour (\$1,056 bi-weekly), plus paid vacation and statutory benefits

Working location: Remote; preference will be given to candidates in Nova Scotia

Reports to: CNSA's Archives Advisor (day-to-day) and Executive Committee (oversight)

Potential for growth: The CNSA intends to pursue funding to expand this role to full-time in future years

About the Council of Nova Scotia Archives

The Council of Nova Scotia Archives (CNSA) is a non-profit organization that supports archives and archivists throughout Nova Scotia. Through professional development, advisory services, advocacy, and collaborative initiatives, the CNSA works to strengthen the province's archival community and promote the preservation, discoverability, and accessibility of Nova Scotia's documentary heritage.

Position Summary

The CNSA is seeking a forward-thinking and collaborative archival professional for the position of Digital Archives Coordinator.

This new position focuses on strengthening and growing MemoryNS – the CNSA's province-wide collective archival database – while contributing to the Council's emerging focus on helping member institutions build their capacity for digital preservation, born-digital archival management, and the online discoverability and accessibility of archival collections.

MemoryNS is a core service for CNSA member institutions. As the platform continues to evolve, the CNSA is committed to strengthening the support, training, and resources available to member institutions, while also expanding awareness and use of MemoryNS. The Digital Archives Coordinator will help improve workflows for contributing archival descriptions to MemoryNS while developing sustainable training and learning resources for members.

At the same time, archives throughout Nova Scotia are increasingly acquiring born-digital records and creating digital surrogates, yet many lack the capacity and infrastructure needed to preserve and provide access to digital collections. The Digital Archives Coordinator will support the CNSA's response to these emerging needs, initially through a digital capacity assessment of our membership, but also by providing ongoing guidance for members on digital preservation and digital collections management, as well as contributing to the development of a framework for providing future training and digital services.

This position is being established as a permanent part-time role. However, the CNSA intends to pursue additional funding to expand the position and related digital services in future years.



Core Responsibilities

1. MemoryNS Support and Development

- Serve as the primary administrator for the Council's hosting subscription and coordinate platform upgrades; deploy technical support tickets for troubleshooting and optimization, as needed
- Respond to member inquiries related to MemoryNS in a timely and professional manner, including assistance with adding and updating descriptions and authority records, new user accounts, and batch uploads
- Provide training to member institutions contributing to MemoryNS
- Develop self-serve learning resources and documentation for MemoryNS users
- Develop and deliver online workshops on MemoryNS and related topics
- Promote the benefits of MemoryNS and encourage participation by archives that are not currently contributing, particularly institutions using other databases
- Perform metadata cleanup, authority control, standardization, and quality control within MemoryNS
- Collect and analyze usage statistics, web analytics, contribution trends, and storage needs
- Where appropriate, liaise with the AtoM Users Group and AtoM Foundation
- Working with the MemoryNS Committee, support projects and initiatives that improve the database's visibility and usability for CNSA members and the public, such as:
 - Investigate options for expanding member storage capacity
 - Facilitate outreach and engagement to increase awareness and use of MemoryNS among universities, libraries, schools, and other potential user groups
 - Explore opportunities for future integration and metadata crosswalk initiatives between MemoryNS and CollectiveAccess in collaboration with the Association of Nova Scotia Museums

2. Digital Capacity Assessment and Planning

- Work with the CNSA's Born Digital Working Group to conduct a jurisdictional scan of member institutions' digital capacity and needs
- Help design and administer surveys, interviews, and/or member consultations
- Analyze findings and prepare reports to inform program planning, funding applications, and strategic planning
- Identify common challenges and opportunities for education, training, digital services for members
- Where appropriate, liaise with other provincial or national groups, such as the Canadian Research Knowledge Network's Canadiana team, to understand provincial and national support services to CNSA members

3. Digital Preservation Advisory Services

- Provide advice and support to members on digital preservation and digital archival collections management



- Respond to member inquiries and direct them to appropriate tools, standards, and resources on digital preservation
- Assist with guidance related to digitizing archival records, metadata management, and digital stewardship practices
- Contribute to the planning and development of workshops and other educational offerings, as needed
- Where appropriate, liaise with other provincial or national groups, such as the Scholars Portal Permafrost team, to understand provincial and national support services to CNSA members

4. Reporting and Administration

- Maintain records of support requests, work, and outcomes
- Prepare monthly written reports for CNSA Executive meetings and an annual report for the membership at the Annual General Meeting
- Contribute data and narrative information for grant applications, reports, and strategic planning
- Assist the Archives Advisor with member communications, as time permits

Qualifications

Required Education and Experience

- Degree in Archival, Library, and/or Information studies/management, or an equivalent degree with a focus on information systems
- Experience working in an archival setting or in a related professional capacity

Minimum Experience, Skills, & Knowledge

- Experience using AtoM (Access to Memory)
- Knowledge of archival descriptive standards, including the Rules for Archival Description (RAD) and emerging standards
- Knowledge of digital preservation best practices and issues related to the preservation of born-digital collections (e.g. checksum verification, file format sustainability, the OAIS model)
- Strong interpersonal and communication skills, including experience with public speaking and/or outreach
- Ability to work independently in a remote environment
- Must be legally entitled to work in Canada; preference will be given to candidates living in Nova Scotia
- Valid driver's licence and the ability to travel within Nova Scotia, as required

Preferred Assets

- Experience managing an instance of AtoM or similar archival collections management systems
- Experience cleaning, restructuring, and mapping tabular metadata for archival description, database migration, or batch data preparation



- Knowledge of metadata standards (e.g. EAD, EAC, Dublin Core, MODS, PREMIS)
- Familiarity with digital transfer, preservation, and access tools, such as Archivematica, BitCurator, MOVEit Transfer, and/or Archive-It
- Experience designing and delivering training for adult learners
- Experience providing user support
- Experience conducting needs assessments, surveys, and/or research
- Familiarity with the operational realities and resource constraints of small and community-run heritage institutions

Key Competencies

- Service orientation and responsiveness
- Analytical and problem-solving skills
- Initiative and sound judgment
- Collaboration and relationship-building
- Strong attention to detail and accuracy
- Strong organizational and time-management skills
- Ability to manage multiple priorities and projects simultaneously
- Ability to scale and sustain services in response to evolving capacity or constraints

Working Conditions

This is a remote position requiring reliable internet access and the ability to work independently from a home office. The successful candidate must be available during daytime hours (Atlantic) and occasional travel within Nova Scotia.

Equity Statement

The CNSA recognizes that archives have historically excluded many voices and perspectives and is committed to fostering a more inclusive, accessible, and representative archival community. We encourage applications from individuals of diverse backgrounds, experiences, and perspectives, including Indigenous, African Nova Scotian, Black, racialized, disabled, and 2SLGBTQIA+ individuals. Accommodations are available upon request.

Application Process

Application deadline: June 30, 2026. Applications should be sent to the CNSA's Archives Advisor, Sharon Murray: advisor@councilofnsarchives.ca

Please submit:

- A cover letter outlining your interest and relevant experience
- A résumé or curriculum vitae
- Contact information for three references

The CNSA thanks all applicants for their interest; however, only those selected for an interview will be contacted.