

**JOB DESCRIPTION  
ARCHIVAL RESEARCH ASSISTANT  
MUNICIPALITY OF ARGYLE**



**Position Status**

Permanent part-time position at Argyle Township Court House & Archives (ATCHA)

3 days per week, 7 hours per day (21 hours per week)

\*Benefits included.

**Reporting**

This position reports to the Heritage Development Officer.

**Description Overview**

Opportunity to work at one of Nova Scotia's most respected archival institutions. The position of the Archival Research Assistant is responsible for the support of all archival functions of the Argyle Township Court House Archives, as the official repository of the Municipality of Argyle, and is responsible for assisting with research requests and reference services. This position will work with municipal records and private sector records.

**Qualifications**

- A post-secondary degree in business administration, information studies, or related fields.
- Excellent communications skills.
- Excellent computer skills and proficient typist with accuracy.
- At least two years' experience working with the public.
- At least one year's experience conducting research (experience with genealogical research considered an asset.)
- Ability to read cursive writing.
- Previous experience working in a museum, archives, or similar organization is considered an asset.
- Bilingual considered an asset.
- Must have a driver's license or reliable way to travel to work.

**Specific Duties and Responsibilities**

**Position responsibilities include but are not limited to:**

- Assist with access to the municipal records held by Argyle Township Court House Archives.
- Assist with access to other records generated by individuals, families, institutions and corporate bodies which reflect the history of the people, communities and institutions that make up the Municipality of Argyle in Yarmouth County.
- Assist with maintaining proper accession records for all archival acquisitions.
- Assist with generating tools, such as archival descriptions, indexes, databases, and other tools designed to make the archival records accessible to researchers and the public in general and ensure that such tools adhere to proper archival descriptive standards.
- Provide genealogical and other research services.
- Provide general reference services to the public at the archives and research facility.
- Maintain the research library designed to facilitate historical and genealogical research and keep the library software updated.
- Provide member services: process membership dues, respond to queries, process sales.
- Administrative duties: answer the phone, greet visitors, process the mail, respond to emails, etc.
- Assist with technology required for meetings, events, fundraisers etc. (such as set up of the "Owl" camera, projector and screen, sound system, etc.)
- Assist with special events put on by Argyle Township Court House & Archives (ATCHA).
- Other duties as approved or instructed by the Heritage Development Officer.