

Archivist – Training Opportunity (Permanent, Full-Time) - 1162

Close Date

November 30, 2023

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

The Kamloops Museum and Archives (KMA) operates as part of the City of Kamloops, on Tk'emlúps te Secwépemc territory within the traditional and unceded lands of Secwépemc Nation, Secwepemcúlecw.

Established in 1937, the KMA houses one of the oldest archives in British Columbia, featuring a substantial collection of photographs, books, papers, newspapers, maps, and architectural drawings from the 1800s to the recent past.

The City of Kamloops has a training opportunity for an Archivist to have a meaningful impact shaping the direction of a notable regional archives. Working alongside creative staff, you will have a large degree of autonomy to advance the diversity and accessibility of the Archives, as well as its presence across the research and exhibition spheres.

The KMA is committed to rigorously examining its own practices as it collects, interprets, and shares the cultural evidence of this region. This commitment supports the KMA's responsibility to make itself a radically inclusive and welcoming space for community members to share community histories through community voices.

The successful candidate must have the following qualifications:

1. Master of Archival Studies or Master of Library and Information Studies degree.
2. Minimum six months' experience in professional archives.
3. Completion of computer courses or experience in current office suite and/or photograph editing software.
4. Proficient in intermediate Word and Excel, as demonstrated through testing (70% pass rate required).
5. Ability to lift 20–25-pound boxes and climb ladders on a regular basis.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

This position will remain open until filled.



Please note that this position is currently under review and the pay grade is subject to agreement between the employer and the Union.

Please note, this position is posted along with the Archivist #1138 and our preference is to hire a fully qualified candidate. However, if there are no candidates deemed fully qualified, we may hire from this Training Opportunity.

For further information on the Archivist position, please see the attached job description for the fully qualified position and for further information on the details around the training opportunity, please see the attached terms and conditions.

Awarding of Training Opportunity:

To be successful for this training opportunity, senior applicants must meet the above requirements.

Applicants are able to participate in a maximum of three training opportunities within the Department.

On-the-Job Experience and Training:

The most senior qualified candidate for this opportunity will be gaining experience towards becoming a fully qualified Archivist. The exact length of the training opportunity may vary based on the previous experience of the successful candidate; however, for this training opportunity it will be up to 18 months.

Pay Rate:

The successful applicant for this training opportunity will receive the pay rate of Pay Grade 10 (inside), \$35.55 per hour to start. After successful completion of the Training Opportunity term, the incumbent will move to a fully qualified Archivist Grade 11 (inside).

Time Commitment to the Position:

The successful candidate will be required to remain in the Archivist position for a minimum of the amount of time it took the candidate to become fully qualified.

Hourly Rate

\$35.55 (training rate)

Hours & Days of Work

Tuesday to Saturday 8:30 AM - 4:30 PM

Hours per Week

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.