



Job posting: Archives Technician

- Job title: Archives Technician (2 positions)
- Location: Bishop's University, Sherbrooke, Quebec (some remote work possible)
- Wage: \$20.00/hour
- Duration: 74 weeks (August 5, 2024-January 30, 2026)

The [Eastern Townships Resource Centre \(ETRC\)](#) at Bishop's University is hiring two Archives Technicians to join its accredited Archives Department to make its oral histories accessible to the public. This is a **74-week contract for a part-time position** (27.5 hours per week; 2035 hours total, per position) from **August 5, 2024 to January 30, 2026**.

The ETRC's mission is to act as a resource centre for the study of the Eastern Townships of Quebec. It is devoted to the preservation and promotion of the region's rich and colourful heritage. Accredited by *Bibliothèque et Archives nationales du Québec*, the Archives Department acquires, processes, preserves and gives access to archival fonds and collections that illustrate the development of the Eastern Townships' English-speaking communities.

Due to generous funding support provided by Library and Archives Canada through their Documentary Heritage Communities Program (DHCP), the ETRC will digitize more than 800 audio and audio-visual items, transcribe them, and make them accessible to the public. The project also involves the recording of new oral histories representing a diversity of perspectives held by English speakers in the Eastern Townships; these recordings will also be transcribed, described, and made available to the public.

Nature of duties:

- Processing, conservation, and description of oral histories held by the ETRC
- Correction of audio recording transcripts generated by artificial intelligence software
- Digitizing existing transcripts to create machine-readable documents
- Moving boxes weighing up to 40lbs
- Other duties as assigned

Qualifications and requirements:

- University degree in document and archives management
- Some experience in archives
- Strong written and verbal communication skills in applicant's first official language
- Advanced reading and listening in English
- Ability to work collaboratively and effectively in both team-based and self-directed environments

- Professionalism, organizational skills and attention to detail

Assets:

- Experience in the creation of archival descriptive metadata, especially following the Rules for Archival Description (RAD)
- Experience with Access to Memory (AtoM) software
- Knowledge of the Eastern Townships region and its history
- Experience in conducting historical research

Benefits:

- Position includes sick/personal days.

The ETRC welcomes applications from candidates not meeting all of the above requirements. Furthermore, the ETRC values equal access to employment for women, visible and ethnic minorities, Indigenous and people with disabilities (including the possibility of accessibility accommodations during the selection and pre-selection of candidates).

Please apply directly by emailing your resume and cover letter (as one document) with a list of references by **July 19th, 2024, 4:30pm** to:

Jazmine Aldrich
Eastern Townships Resource Centre
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Bishop's University
Sherbrooke (Quebec) J1M 1Z7
Email: etrc2@ubishops.ca

Please note that only candidates selected for an interview will be contacted.