



## Job posting: Archives Technician

- Job title: Archives Technician (1 position)
- Location: Bishop's University, Sherbrooke, Quebec
- Wage: \$18.00/hour
- Duration: 89 hours

The [Eastern Townships Resource Centre \(ETRC\)](#) at Bishop's University is hiring an Archives Technician to join its accredited Archives Department to preserve the Townships Sun fonds and make it available to the public. This is an **89-hour contract for a part-time position** with a flexible start date.

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 the Bélanger-Gardner Foundation, the ETRC will rehouse into archival-quality storage materials its preservation copies of the *Townships Sun*, a local publication celebrating its 50<sup>th</sup> anniversary in 2024. The project also includes the description of the materials to make them easier for researchers to access.

### Nature of duties:

- Processing, conservation, and description of the *Townships Sun* fonds
- Moving boxes weighing up to 40lbs
- Other duties as assigned

### Qualifications and requirements:

- Some experience in archives
- Strong written and verbal communication skills in applicant's first official language
- Advanced reading in English
- Ability to work collaboratively and effectively in both team-based and self-directed environments
- Professionalism, organizational skills and attention to detail



**Assets:**

- University degree in document and archives management
- 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

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 to:

Jazmine Aldrich  
Eastern Townships Resource Centre  
2600 College Street  
Bishop's University  
Sherbrooke (Quebec) J1M 1Z7  
Email: [etrc2@ubishops.ca](mailto:etrc2@ubishops.ca)

Please note that only candidates selected for an interview will be contacted. The position will remain open until it is filled.