



Sisters of Saint Martha, Antigonish, NS

**Archivist
FULL-TIME**

Title: Archivist
Reports to: Director of Archives
Position: Full time, Permanent (Typically Mon-Fri, some overtime may be required)
Salary: \$50,000 – \$70,000 commensurate with qualifications

Position Summary

The Congregation of the Sisters of St. Martha (CSM) is a group of women religious based in Antigonish, Nova Scotia. CSM Archives is a private archive dedicated to collecting and preserving the records and artifacts that document the Congregation's history. CSM Archives' collection spans over a century and is comprised of textual documents, heritage artifacts, photographs, audio-visual materials, digitized and digital-born records, and more.

CSM Archives serves the Sisters of St. Martha and is accountable to the Director of Archives. The Archivist is responsible for the day-to-day operation of CSM Archives, which encompasses both the Archives Department and the Heritage Collection.

Primary Duties and Responsibilities:

- Appraise, accession, arrange, and describe records and artifacts -regardless of format- according to the Rules of Archival Description (RAD), Nomenclature for Museum Cataloguing, and internal CSM policies and procedures.
- Manage the preservation needs of the collection, following professional standards and best practices.
- Respond to requests and conduct research on the behalf of administration, staff, Sisters, and authorized researchers following CSM policies.
- Collaborate with internal and external partners on outreach projects (ex: exhibits, anniversary events and celebrations, tours, newsletter articles, etc.).
- Create, update, and maintain finding aids, authority files, and reference materials.
- Evaluate and develop CSM Archives policies and procedures.
- Prepare and maintain annual budget for CSM Archives.
- Serve on interdepartmental committees as CSM Archives' representative (Occupational Health & Safety, Records Management, etc.).
- Engage in professional development: attending conferences, workshops, and training sessions, and participating in relevant professional associations.
- Other duties as required.

Essential Qualifications

- A Master of Information in Archives, Records Management, or Library Science preferred. An equivalent combination of education, training, and experience in related fields may also be considered.
- Familiarity with archival theory, best practices, and the Canadian Rules for Archival Description (RAD).
- Excellent written and verbal communication in English.
- Ability to work respectfully in a faith-based environment.
- Canadian Citizenship or Permanent Residency.

Preferred Qualifications

Preference may be given to candidates with one or more of the following qualifications:

- Excellent research skills.
- Experience with Access to Memory (AtoM) and Microsoft Access.
- Familiarity with digital preservation, including metadata and descriptive standards, preservation best practices, and related hardware and software tools.
- Experience or knowledge of museum standards and practices.
- Experience assessing, creating, and/or revising archival policies and procedures.
- Strong computer skills, proficient with Microsoft Office, i.e. Word, Excel, Outlook.
- Experience creating exhibits, providing tours, or undertaking outreach activities.
- Records Management experience.
- Knowledge of Photography, including camera hardware and/or editing software (ex: Photoshop).

Behavioural

- Excellent interpersonal skills; ability to work independently, as well as in a team.
- Strong organizational and project management skills; proactively identify work to be completed, set priorities, carry out tasks with limited direction, and meet deadlines.
- Attention to detail and ability to perform repetitive tasks.
- Flexible, strategic thinker, problem-solver.

Working Conditions

- Work is primarily in an office, mostly sedentary at a computer or workbench.
- Occasional use of ladders and stairs is required for accessing materials in storage areas, and use of carts for moving materials.
- Must be able to lift up to 13kg (30 lbs).

To Apply

Please send a resume and cover letter to Sister Florence Kennedy, Director of Archives, at fkennedy@themarthas.com, indicating “Archivist” in the email subject line. Applications will be accepted until end of day **Monday, May 19, 2025**.