

The Inuit Art Foundation is seeking applicants for an Archival Technician, a short-term Young Canada Works funded contract.

**Application Deadline: Thursday, 2 July 2020 at 5PM**

The Inuit Art Foundation is seeking to hire a full-time Archival Technician from September 2020 to March 2021 to assist in making the photographic prints, negatives and slides, interviews, artist statements, research and original records in its holdings accessible to Inuit artists and community members, researchers, students, the general public and to support the IAF's program activities.

The IAF is the keeper of a rich and deep archive of Inuit artistic heritage, spanning all communities in Inuit Nunangat that demonstrates the incredible diversity and range of cultural and artistic practices among Inuit artists.

The Archival Technician will work with IAF staff, Inuit artists and other cultural institutions to facilitate the continued preservation of and access to the IAF's Archival holdings by:

- Digitizing records in the IAF's holdings;
- Conducting original research as necessary;
- Arranging and describing records according to the Rules for Archival Description;
- Re-housing records;
- Creating tools to facilitate access to the holdings;
- Contributing to the IAF's preservation activities; and,
- Helping to publicize the information contained in the IAF's Archives online through the IAF's website, newsletter, magazine, IAQ Profiles and social media platforms.

The IAF is seeking a candidate with the following profile for the Archival Technician placement:

- Meets the Young Canada Works Building Careers in Heritage eligibility requirements;
- A post-secondary diploma or degree in Archival, Library or Information Studies, Museum Studies or a related discipline;
- Familiarity with the Rules for Archival Description, collection management databases, and scanning technologies;
- Previous experience working in a cultural institution or non-profit;
- Exceptional attention to detail;
- Excellent written and verbal communication, organization, time management and analytical skills;
- Strong interpersonal skills;
- Ability to plan, organize and prioritize in order to meet deadlines;
- Proficiency in Microsoft Word and Excel;
- Ability to lift or move up to 40lbs; and,
- Foundational knowledge of Inuit art is considered an asset.

Please note that due to COVID-19, this contract may take place both online and on-site at the IAF offices, dependent on local public health regulations. Candidates must be willing to work both remotely and on-site. The IAF will provide a laptop and email address for use. The candidate is responsible for providing a reliable internet connection.

**Contract Dates: 14 September 2020 – March 31, 2021**

**Hourly Wages: \$17.00 per hour**

**Hours: 35 hours per week, Monday to Friday 9:00am – 5:00pm**

Interested applicants should email a cover letter and resume as a single PDF with the subject "YCW Archival Technician" to the Inuit Art Foundation at: [hr@inuitartfoundation.org](mailto:hr@inuitartfoundation.org) by Thursday, 2 July 2020 at 5PM

Your interest in this opportunity is appreciated; however, only those candidates selected for an interview will be contacted. The Inuit Art Foundation is committed to diversity and encourages applicants from all backgrounds to apply.

**About the Inuit Art Foundation**

Established in 1987, the Inuit Art Foundation is a non-profit, Inuit led charitable organization providing support to Canada's Inuit arts communities. The sole national body mandated to promote Inuit art within Canada and internationally, the IAF undertakes advocacy work on behalf of artists and realizes a number of strategies aimed at enhancing the appreciation and interpretation of Inuit art.