

CALL FOR APPLICATIONS: ARCHIVES COORDINATOR

Application Deadline: 30 July 2021 at 5 PM

The Inuit Art Foundation is seeking an Archives Coordinator to join our team to re-locate, digitize and re-house the IAF's rich archive. The Archives Coordinator will work with IAF staff, Inuit artists and other cultural institutions to bring forward integral information through the digitization of the archive to highlight Inuit artists' artistic heritage and self-determination.

Although the Inuit Art Foundation has temporarily transitioned to a remote office environment, due to the nature of this position the Archives Coordinator must be located in the Greater Toronto Area, as they will be required to regularly conduct on site tasks once the office has re-opened.

The Role

A key member of the team, the Archives Coordinator will be responsible for digitizing the IAF's extensive archive of photographic and audio-visual material, funded by Library and Archives Canada's Documentary Heritage in Communities program. The Archives Coordinator will work directly with the Artist Services and *Inuit Art Quarterly* teams to support programming goals and will work to make the archives accessible to the public online.

Responsibilities:

- Perform administrative duties related to the IAF Archives, including accessioning, digitizing, rehousing and updating finding aids;
- Supervise Archival Assistants, as necessary;
- Support IAF staff related to image search and copyright inquiries;
- Ensure digitized records are accessible online;
- Maintain policies, procedures and other protocols in consultation with Inuit leadership to ensure access responds to legal and cultural requirements and protocols;
- Maintain digitization and archive equipment, tools and supplies;
- Recommend, develop and implement appropriate policies and procedures to ensure the effective management of the Archives, in consultation with Inuit leadership to ensure cultural sensitivity and appropriateness;
- Arrange and maintain archival information in accessible forms including the internal IAF Fonds;
- Ensure the care and preservation of archival records, including maintaining appropriate housing and storage; and
- Ensure archival storage is secure, clean and appropriately maintained.

Qualifications:

- Previous experience working with archives and digitizing photographic records;
- Demonstrated strong organizational skills with ability to manage a full work-load and meet deadlines;
- Demonstrated effectiveness in identifying and analyzing situations and problems and suggesting viable solutions;
- Demonstrated excellence in interpersonal, written and verbal communication skills;

- Comfortable working within Apple and Google environments, with proficiency in Microsoft Office, Adobe Creative Suite, Filemaker and Access to Memory; and
- Demonstrated commitment to discretion and confidentiality

Prior experience with Inuit art and/or working with Inuit communities will be considered a strong asset.

If you don't possess all the skills listed above but are enthusiastic about the position, please don't hesitate to apply. We support diversity and inclusion in our work and are interested in diverse candidates with varied experiences, and not only in those who might fit the description above.

We value employment equity and strongly encourage applications from Inuit and other Indigenous, Black and racialized people; people with disabilities; all genders; and the LGBTQ2S+ community. If you require accommodation in the recruitment process, please let us know by email at hr@inuitartfoundation.org

Status: Contract through March 2023, Full-Time

Salary: \$50,000 annually + extended benefits package, which includes medical, dental, vision and paid vacation

Interested applicants should submit a letter of intent and resume as a single pdf with the subject "Archives Coordinator" to hr@inuitartfoundation.org by 5PM on 30 July 2021. Your interest in this opportunity is appreciated; however, only those candidates selected for an interview will be contacted.

We look forward to meeting you!

Why Join Us

We are a motivated and enthusiastic team, driven by our mission to support Inuit self-determination and share Inuit artistic excellence. You will be surrounded by hardworking and dedicated team members who share the vision of the arts' ability to transform lives. You will bring the best of circumpolar art to the world, increasing the visibility of artists and cultural workers in national and international contexts.

We value curiosity and creativity in our team, and believe in life-long learning. We are committed to professional development via hands-on training, mentorship, conference attendance, in office workshops and travel opportunities. We know a strong workplace is rooted in mutual respect and believe that diversity and inclusion are crucial to our shared success.

Located in the Junction Triangle neighbourhood in Toronto, ON, the IAF's newly renovated, bright and airy main offices are located in an accessible, converted heritage building, adjacent to the West Toronto Railpath. As a national charity, the IAF also supports a team of remote employees working across Canada with effective remote working tools and equipment.

The Inuit Art Foundation's main office is located on the ancestral and traditional territories of the Mississaugas of the Credit, the Haudenosaunee, the Anishnaabe and the Huron-Wendat, the original owners and custodians of this land. Today, this place is home to many, including a diverse urban Indigenous community of Inuit, First Nations and Métis.

About the IAF

Established in 1987, the Inuit Art Foundation is a non-profit, Inuit-led charity providing support to Canada's Inuit art communities. The sole national organization promoting Inuit art within Canada and internationally, the IAF advocates on behalf of artists and works to enhance the appreciation and interpretation of Inuit art.