

## ARCHIVIST

### NATURE OF WORK

This is highly responsible, professional and technical work in directing the day-to-day activities of a departmental archive programme.

Work involves responsibility for the development, installation, modification and maintenance of archive systems. Work also includes the arrangement of documents in order best suited to their nature and probable use, the proper storage of materials to maintain current condition, the preparation of finding aids, the assisting of patrons in the use of the Archive as a resource centre and the appraisal of materials for suitability in Archive holdings. Work is performed under the direction of an administrative superior; however, considerable independent judgement is exercised in making decisions regarding policy interpretation and is reviewed through consultation, conference, reports and observation of results obtained.

### ILLUSTRATIVE EXAMPLES OF WORK

Direct, co-ordinates and controls the day-to-day activities of the Archive programme; ensures that archival operations are consistent with policy and regulation; evaluates work procedures and operating policy; recommends modifications, as necessary; ensures that such changes are implemented upon approval.

Analyzes and selects accession, including documents, manuscripts, tapes, artifacts, photos and phonograph recordings; selects and assigns classification code numbers and headings; prepares subject descriptions; reviews and modifies present cataloguing system and recommends implementation of new cataloguing systems.

Arranges documents in an order best suited to their nature and probable use; reviews and changes locations to suit available facilities.

Evaluates archive materials to determine proper methods of storage and ensures that such methods are implemented where possible; recommends the development of proper storage materials.

Supervises and participates in research projects and in the preparation of guides such as accession lists and indexes to facilitate ready reference.

Supervises and participates in assisting patrons in the use of the cataloguing system and in the retrieval of information from the Archive; evaluates requests for use of archive materials; responds to written inquiries by researching topics and writing reports on the topic, compiling suitable references of material or other appropriate action.

Assists in determining the suitability of various materials being considered for inclusion in archive holdings; discusses the value of materials and advises on the suitability of the materials; evaluates items donated by the public as required.

Supervises and coordinates the activities of assigned students and support staff engaged in searches, archival research, tape transcription and related clerical activities; reviews work for accuracy and compliance with procedures.

Ensures that records are maintained of equipment and materials borrowed from the Archive including description of materials, classification code number, date loaned, borrower, period of loan and other pertinent information; prepares reports on holdings and archive activities.

Establishes and maintains communication on behalf of the Archive; may represent Archive on various committees, both inside and outside the University.

Supervises the recording of archive subscriptions and ensures that on-going acquisitions are maintained.

Select documents or material for display according to public interest.

Perform related work as required.

## **REQUIREMENTS OF WORK**

Considerable experience in archival work; graduation from an approved college or university with a masters degree in History, Folklore or related field, supplemented by an approved course in archival training; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Thorough knowledge of the concepts, principles, methods and techniques of accessioning, classifying, describing and arranging archival materials.

Thorough knowledge of various cataloguing methods used by archives.

Considerable knowledge of Newfoundland history, culture and folklore and the literature of these fields.

Considerable knowledge of research methods and techniques and of providing reference research services.

Knowledge of University organization, rules, regulations and procedures.

Ability to maintain and develop an archival cataloguing system.

Ability to identify and appraise documents and objects of historical significance.

Ability to plan, develop and execute archival services.

Ability to understand and apply archival classification systems.

Ability to consult references, identify subject matter and to verify information.

Ability to supervise a staff of technical and clerical employees engaged in project activities.

Ability to prepare subject descriptions.

Ability to present ideas effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with archive patrons, outside agencies, faculty members and staff members.

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