

The County of Dufferin sits on the fringe of the Greater Toronto Area, about 100 kilometres northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, its rolling hills and its excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 61,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for an:

ARCHIVES ASSISTANT (Permanent Part Time)

JOB ID: C39-20	LOCATION: Museum of Dufferin
JOB TYPE: Part Time Non-Union	DEADLINE TO APPLY: November 13, 2020

Working 21 hours per week (Thursday, Friday and Saturday) the Archives Assistant will provide assistance to the Archivist in the documentation and automation of the Museum's archival collections. This includes counter service to the public in the Archives and processing requests for information. The successful candidate will also process new donations, transfer existing records, ensure data accuracy and consistency, and assist with research and volunteer projects.

What you'll do

- Provide research assistance to public in the Archives.
- Co-ordinate the documentation and automation of the Archives' collections.
- Assist with research and data entry for online collections databases and the archives collection.
- Responsible for the photographing and scanning of items to add to the records database for identification, evaluation and security purposes.
- Performing other related duties as assigned.

What you'll bring

- Post-secondary education in archives or museum studies.
- Preference will be given to candidates with archival training and/or work experience in an archives.
- Proficiency in Microsoft Office programs, including proficiency with database programs.
- Experience/proficiency in PastPerfect collections management software an asset.
- Excellent customer service skills.
- Ability to work as part of a team or independently.

What we can offer YOU!

- A competitive hourly wage ranging between **\$26.15 to \$30.60**;
- Access to an Employee and Family Assistance Program (EFAP);
- Upon meeting qualifications, enrolment in our defined benefit pension plan;
- A supportive and collaborative work environment.

Ready to APPLY?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to:
hr@dufferincounty.ca

As an equal opportunity employer, we seek to attract, develop, and retain highly talented employees with diverse identities and backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We are committed to creating a workplace that is inclusive for all. All applicants are thanked for their interest, but only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.