

## Archivist - Part-Time

### Vancouver Police Museum & Archives

The Vancouver Police Museum and Archives (VPMA) opened to the public in 1986. Established by the Vancouver Police Historical Society, the VPMA is an independent, non-profit organisation that collects, preserves, and provides access to historical records, artefacts, and stories. Records include historical documents related to the history of Vancouver within the context of the Vancouver Police Department and the Vancouver Coroner's Services and City Analyst's Lab.

The VPMA aims to provide the best primary source documents to researchers, historians, and all individuals interested in Vancouver's law enforcement and coroner's history.

### Job Description

Working under the supervision of the Museum Director and working with the Museum Curator the successful candidate will be responsible for the care, preservation and management of VPMA's archival holdings. As part of the collections management team, the Archivist will handle all operations of the archives including, accessioning, classifying, describing, arranging, providing reference services, and digitizing archival materials. As a small archive, the Archivist is a primary resource for specialised knowledge and care for the museum's archival holdings.

### Responsibilities:

- Strategic planning and project plan development that builds on the archives foundations and archives operational objectives;
- Build awareness about the VPMA's holdings within the archival community and with the general public;
- Plans, organises, implements, and controls the day-to-day operations of the archives to ensure the effective use, access, preservation, and security of the resources;
- Assesses existing archival collections, including backlog items. The assessment process includes deaccessioning, archival arrangement and description, organising storage areas, preventative preservation and storage solutions, reviewing and updating the database, improving finding aids, archival appraisal, and preparing an inventory, and maintaining/updating the archives policy and procedures;
- Responsible for the organisation and upkeep of donor records and rights management;
- Oversees the responsible and legal access to records for research requests, aids researchers in the use of archival tools such as the finding aid;
- Working with the Museum Curator, helps with the development and implementation of archival projects and museum displays;
- Supervises volunteers working in the archives;

- Manages and completes archive research requests from the public;
- Supervises in-person visits to the archives by the public and museum staff.

**Requirements:**

- Completion or currently studying a Master of Archival Studies from an accredited university;
- At least 2 years of work/volunteer experience in an archive, library or museum;
- Practical experience in archival arrangement and description, and knowledge of the *Canadian Rules for Archival Description (RAD)*;
- Practical experience with digitisation procedures and knowledge of digital preservation activities;
- Working knowledge of administering records under the *Freedom of Information and Protection of Privacy Act (FIPPA)*, *Personal Information Protection Act (PIPA)*, and *Copyright Act*;
- Have an understanding of the back and front end of collections and inventory management systems;
- Excellent research, communication, and interpersonal skills;
- Ability to use a camera and familiarity with photo manipulation programs;
- Working knowledge of recognized metadata standards;
- Computer literacy, including Microsoft applications;
- Detail oriented with the ability to work as part of a team and independently;
- Ability to lift records storage containers weighing up to 20 kg.
- Ability to climb stairs for site access

**Application Deadline: April 7, 2025**

A successful candidate will commit to 8 hours per week on a regularly scheduled day(s), Thursday or Friday from 9am-5pm. The hourly rate for this position will be \$21.00. A criminal reference check is required.

Please forward your cover letter and resume by email to [director@vancouverpolicemuseum.ca](mailto:director@vancouverpolicemuseum.ca)  
Christie Strauss, Museum Director