Archives Association of Ontario (AAO) Archeion Coordinator Service Contract

The AAO is seeking an enthusiastic and engaged archival professional to lead the growth and continued maintenance of Archeion (www.archeion.ca) as Ontario’s archival information network.

As part of the national Archives Canada service (www.archivescanada.ca), Archeion promotes access to and awareness of Ontario’s documentary memory. The site electronically brings together the many diverse archival collections across the province to facilitate online searching and access to them through the use of the latest advances in open source software for archives. Archeion serves a diverse population of general and specialized researchers, including students, teachers, academics and genealogists. Participating institutions that submit descriptions to the site represent small, medium and large archival institutions from all sectors, including provincial and municipal government archives, university archives, religious archives, business archives and community archives.

Position Duties:
Reporting to the AAO Board of Directors, the Archeion Coordinator will lead the ongoing development of Archeion on the AtOM platform as an online, multi-level, Rules for Archival Description- (RAD-) compliant provincial catalogue of archival holdings by delivering the following products and services:

- Working with the AAO Board of Directors and the AAO Archives Advisor to encourage archival institutions to participate in Archeion, preparing written articles, listserv reminders, presentations etc., that promote the benefits of Archeion to members of the public and the archivists who serve them;
- Responding to queries from contributors to Archeion;
- Overseeing the finding aids submitted by participating institutions to the Archeion site;
- Conducting site visits and workshops for Archeion contributors on descriptive standards and AtOM software;
- Assisting Archeion contributors with preparation and submission of their descriptions;
- Reviewing submissions from participating archival institutions and ensuring that they are consistent with Archeion’s standards;
- Maintaining the consistency of the authority files and taxonomies on the Archeion site;
- Recording all activities undertaken and preparing regular status reports, including Archeion usage statistics;
- Participating in meetings and presentations as required; and
• Working in collaboration with the AAO Archives Advisor to provide other training, advice and assistance to AAO members.

The Archeion Coordinator is expected to perform duties under the contract on a part-time basis, for an average of 7.5 hours per day, three (3) days per week, for a period of 44 weeks, commencing by June 1, 2016, and ending on March 31, 2017 (with the possibility of contract renewal).

Remuneration for the services of the Archeion Coordinator will be at a per diem rate of $172.90 (plus HST), supplemented by a monthly office stipend of $100 (plus HST) for Internet and telephone use.

Qualifications:
• Master’s degree in archival studies (or recognized equivalent or a combination of related education and experience);
• Minimum three (3) years’ experience in a professional archival capacity;
• Experience using archival descriptive standards;
• Experience and demonstrated proficiency in project management;
• Demonstrated computer skills;
• Ability to multi-task and prioritize;
• Excellent verbal and written communication skills; and
• Access to a high-speed Internet connection, computer hardware and an ability to work from home.

Asset Qualifications:
• Fluency in English and French;
• A valid driver’s license;
• Experience using AtoM software;
• Demonstrated involvement in the archival profession.

Questions regarding the position may be directed to the current AAO Archeion Coordinator, Amanda Hill, at archeion@aoa-archivists.ca.

Interested applicants must submit a cover letter, resume, and the names and contact information of three (3) references to Marissa Paron, AAO President, president@aoa-archivists.ca by 5:00 pm (EST) on Friday, April 29, 2016.

Although we appreciate all applications, only those selected for an interview will be contacted.