

Curriculum Developer/Instructor

Edmonton, Alberta, hybrid

The position is full-time for six months OR part-time but must be completed by June 2024

Salary: \$33,000

The Archives Society of Alberta (ASA) is a provincial professional association for archives and archivists with nearly 200 members. We support the development of archival professionals and organizations that meet the needs of their communities. We aim to achieve our mission by providing an advisory services program, online archival database, archival supplies loan program, online directory of archival institutions in Alberta, professional development opportunities, and organized advocacy efforts.

The ASA is working towards supporting the archives of Alberta's Indigenous communities and organizations by developing and offering an Introduction to Indigenous Archives course to assist Indigenous communities in the development of archival programs. The course would be an extension of our current educational programming. We are seeking applications for the position of Curriculum Developer/Instructor to create and deliver an Introduction to Indigenous Archives course. The course will be delivered in-person over 4 to 5 days. Reporting to the Executive Director/Archives Advisor, the Curriculum Developer/Instructor will be responsible for:

- Conducting research and consulting with Indigenous communities;
- Developing and delivering a pilot Introduction to Indigenous Archives course;
- Evaluating the pilot course and adjusting as needed.

Qualifications:

- A master's degree in archival studies or equivalent training and experience;
- Experience in archives, records and/or information management;
- Strong research, writing, and communication skills;
- Understanding of archival principles and standards;
- Familiarity with Indigenous cultures and experience with Indigenous protocols;
- Familiarity with TRC's Calls to Action, UNDRIP, and the Steering Committee on Canada's Archives' Reconciliation Framework;
- Teaching experience is required;
- Valid driver's license.

To apply: Send your cover letter and resume to Rene Georgopolis, reneg@archivesalberta.org. The deadline for applications is **September 5, 2023**. ASA encourages First Nations, Métis and Inuit applicants to apply for this position.