

archives

SOCIETY OF ALBERTA

Job Posting: Audio-Visual Preservation Specialist

The Archives Society of Alberta (ASA) is a professional association which strives to create a cohesive and engaged archival community by providing its members with the opportunities for professional assistance, continuing education, awareness initiatives, online presence and other services that the provincial archival community requires to assist the people of Alberta, Canada, and the world in experiencing the province's unique archival heritage.

The Archives Society of Alberta (ASA) is seeking an Audio-Visual Preservation Specialist to create an Audio-Visual Preservation and Access Strategy for Alberta. We are undertaking a project to assess the audio-visual needs of Alberta's archival community and to create a strategy from these assessments. The position is full-time, temporary and the location is in Edmonton, Alberta. The Audio-Visual Preservation Specialist reports directly to the Executive Director/Archives Advisor.

JOB DUTIES:

- Assessing the status of audio-visual archives at archival institutions;
- Advising member archives with audio-visual questions;
- Researching equipment and expertise that is and is not available in the province;
- Travelling throughout the province;
- Report writing.

QUALIFICATIONS:

- Completion of a graduate program in conservation or archival/information studies with a specialization in audio-visual archives;
- Experience working with audio-visual holdings;
- Ability to use Microsoft Office;
- Excellent communication, organizational and people skills;
- Ability to work in both team environments and independently;
- Driver's license.

DURATION: Full-time, temporary for 35 hours per week. The position will begin January 2016 and end March 31, 2017.

LOCATION: Edmonton, Alberta

SALARY: \$57,000/annum

HOW TO APPLY: E-mail Rene Georgopolis, Executive Director/Archives Advisor at reneg@archivesalberta.org by **January 8, 2016**.