



Archives Assistant - Maryhill HS

www.maryhillroots.com

Overview

- Short term contract
- Length of contract May 1- Aug 1, 2019 or by negotiation
- Hours per week to be arranged
- Hourly rate \$14

The successful applicant will:

- 1] convert existing inventory lists of paper and museum artifacts and books to RAD compliant archival descriptions and make these available publicly through ARCHEION, Ontario's Archival Information Network and the Maryhill Historical Society website.
- 2] arrange & describe records and complete accurate data entry as required
- 3] prepare finding aids for collection
- 4] create donor documents for MHS
- 5] create documents to access, research and navigate collections

Skills

- works both independently and collaboratively with MHS archives committee
- has technical facility in Microsoft Office/OS systems
- is a self starter and problem solver

Please send cover letter and resume with 3 references by 30 April via e-mail to:

Ken Hanson
Secretary
Maryhill Historical Society
maryhillroots@gmail.com
647-202-2043

Historical Society of St. Boniface and Maryhill Community, 1338B Maryhill Rd., Maryhill, ON
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